

Village of Innisfree
Regular Council Meeting
September 15, 2020 @ 5:00 p.m.
Millennium Building – Conference Room

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. Jeff Alliston, Partner – Metrix Group LLP
2019 Municipal Audit
 - i. [2019 Financial Statement](#) (Page 3-25)
 - ii. [2019 Financial Information Return](#) (Page 26-38)
4. Closed Session
 - a. Personnel – FOIP Section 17 & 27
 - i. [2019 Management Findings Letter – Metrix Group LLP](#) (Page 39-61)
5. Adoption of Minutes
 - a. [August 18, 2020 Regular Council Minutes](#) (Page 62-65)
6. Business Arising from the Minutes:
7. Policies & Bylaws:
 - a. [Bylaw No. 655-20 – Amendment to Land Use Bylaw](#) (Page 66-67)
[C3 – Highway Commercial: Permitted & Discretionary Uses](#) (Page 68-69)
 - b. [Bylaw No. 656-20 – Council Procedural Bylaw](#) (Page 70-84)
 - c. [Bylaw No. 657-20 – Council Code of Conduct Bylaw](#) (Page 85-98)
8. New Business:
 - a. [Request for Quotes – Tinning/Shingling of Innisfree Campground Administration Office](#) (Page 99-100)
 - b. [ATCO Electric Franchise Letter dated August 24, 2020](#) (Page 101-102)
 - c. [ATCO Gas Franchise Letter dated August 20, 2020](#) (Page 103)
 - d. [North Saskatchewan Watershed Alliance Invoice and Reports 2021 Municipal Contribution](#) (Page
 - e. [Northern Lights Library System's Letter Dated August 26, 2020](#) (Page 118) 104-117)
9. Councillor Reports
10. Administration Reports
 - a. [CAO Report & Action List](#) (Page 119-122)
 - b. Financials
 - i. [Revenue & Expense](#) (Page 123-128)
 - ii. [Tax Trial Balance](#) (Page 129)
 - iii. [Utility Trial Balance](#) (Page 130)
 - iv. [Accounts Payable Trial Balance](#) (Page 131-132)
 - c. [Website](#) (Page 133-134)
11. Correspondence
 - a. [Alberta HUB News Release – September 8, 2020](#) (Page 135-136)
 - b. [LED Multiplier Rate Change – ATCO Electric Letter August 20, 2020](#) (Page 137)

11. Closed Session

12. Adjournment

VILLAGE OF INNISFREE
Financial Statements
For The Year Ended December 31, 2019

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibility for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The elected Mayor and Council of the Village of Innisfree are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council have the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters, and financial reporting issues. The Mayor and Council are also responsible for the appointment of the Village's external auditors.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Village's Council to express an opinion on the Village's financial statements and report directly to them. The external auditors have full and free access to and meet periodically and separately with both the Mayor and Council and management to discuss their audit findings.

Ms. Brooke Magosse
Chief Administrative Officer

Innisfree, Alberta
September 15, 2020

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Innisfree

Qualified Opinion

We have audited the financial statements of Village of Innisfree (the "Village"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

The Village derives revenue from fees charges for the use of recreational facilities. The completeness of the revenue is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Village. Therefore, we were not able to determine whether any adjustments might be necessary to sales and user charges, annual surplus (eficit), and cash flows from operations for the year ended December 31, 2019, financial assets and accumulated surplus as at December 31, 2019.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Other Matter

The financial statements for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on August 9, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Edmonton, Alberta
September 15, 2020

VILLAGE OF INNISFREE
Statement of Financial Position
As at December 31, 2019

	2019	2018 (Restated) (Note 17)
FINANCIAL ASSETS		
Cash	\$ 272,975	\$ 393,746
Taxes and grants in place of taxes receivable (Note 2)	155,685	153,795
Trade and other receivables	63,475	55,462
Due from other governments (Note 3)	636,171	447,907
Other financial assets	20	20
	<u>1,128,326</u>	<u>1,050,930</u>
LIABILITIES		
Accounts payable and accrued liabilities	57,422	121,960
Deferred revenue (Note 5)	568,675	357,769
Landfill closure and post-closure costs (Note 6)	97,549	140,331
	<u>723,646</u>	<u>620,060</u>
NET FINANCIAL ASSETS	<u>404,680</u>	430,870
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 3)	3,371,127	3,513,277
Prepaid expenses	565	5,913
	<u>3,371,692</u>	<u>3,519,190</u>
ACCUMULATED SURPLUS (Note 8)	<u>\$ 3,776,372</u>	<u>\$ 3,950,060</u>
CONTINGENT LIABILITY (Note 10)		
COMMITMENT (Note 11)		
SUBSEQUENT EVENT (Note 12)		

ON BEHALF OF COUNCIL

_____ Councillor

_____ Councillor

VILLAGE OF INNISFREE

Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2019

	2019 (Budget) (Note 15)	2019 (Actual)	2018 (Restated) (Note 17)
REVENUES			
Net municipal taxes <i>(Schedule 1)</i>	\$ 249,268	\$ 250,389	\$ 245,116
Sales and user charges	248,875	231,673	230,401
Government transfers for operating <i>(Schedule 2)</i>	92,106	100,040	83,899
Franchise and concession contracts <i>(Note 9)</i>	40,000	38,649	37,277
Penalties and costs on taxes	17,975	29,324	35,681
Other	1,850	10,978	22,978
Rentals	5,100	6,191	6,955
Investment income	3,000	2,579	4,339
	658,174	669,823	666,646
EXPENSES			
Transportation	189,580	283,923	165,917
Administration	150,130	205,562	223,219
Water supply and distribution	180,340	159,374	155,643
Waste water treatment and disposal	54,875	73,548	77,340
Protective services	40,585	54,049	41,834
Recreation	31,035	39,803	36,706
Planning and development	500	15,580	-
Waste management	43,875	12,083	50,620
Legislative	17,770	11,422	13,235
Culture	4,925	8,605	11,558
Family and community support	2,100	1,838	3,680
	715,715	865,787	779,752
ANNUAL SURPLUS BEFORE OTHER INCOME	(57,541)	(195,964)	(113,106)
OTHER INCOME			
Government transfers for capital <i>(Schedule 2)</i>	-	20,000	147,290
Gain on disposal of tangible capital assets	-	2,276	-
Impairment of tangible capital assets	-	-	(7,500)
	-	22,276	139,790
ANNUAL SURPLUS (DEFICIT)	(57,541)	(173,688)	26,684
ACCUMULATED SURPLUS - BEGINNING OF YEAR			
	3,934,474	3,934,474	3,907,975
Restatement <i>(Note 17)</i>	15,586	15,586	15,402
ACCUMULATED SURPLUS - BEGINNING OF YEAR, AS RESTATED	3,950,060	3,950,060	3,923,377
ACCUMULATED SURPLUS - END OF YEAR <i>(Note 8)</i>			
	\$ 3,892,519	\$ 3,776,372	\$ 3,950,061

VILLAGE OF INNISFREE**Statement of Changes in Net Financial Assets****Year Ended December 31, 2019**

	2019 (Budget) (Note 15)	2019 (Actual)	2018 (Restated) (Note 17)
ANNUAL SURPLUS (DEFICIT)	<u>\$ (57,541)</u>	<u>\$ (173,688)</u>	<u>\$ 26,684</u>
Amortization of tangible capital assets	119,140	160,750	155,720
Purchase of tangible capital assets	(393,061)	(20,000)	(147,290)
Proceeds on disposal of tangible capital assets	-	3,676	-
Gains on disposal of tangible capital assets	-	(2,276)	-
Impairment of tangible capital assets	-	-	7,500
	<u>(273,921)</u>	<u>142,150</u>	<u>15,930</u>
(Acquisition) use of prepaid expenses	-	5,348	(869)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	<u>(331,462)</u>	<u>(26,190)</u>	<u>41,745</u>
NET FINANCIAL ASSETS - BEGINNING OF YEAR	<u>430,871</u>	<u>430,871</u>	<u>389,126</u>
NET FINANCIAL ASSETS - END OF YEAR	<u>\$ 99,409</u>	<u>\$ 404,681</u>	<u>\$ 430,871</u>

VILLAGE OF INNISFREE
Statement of Cash Flows
For the Year Ended December 31, 2019

	2019	2018 (Restated) (Note 17)
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ (173,688)	\$ 26,684
Items not affecting cash:		
Amortization of tangible capital assets	160,750	155,720
Gain on disposal of tangible capital assets	(2,276)	-
Impairment of tangible capital assets	-	7,500
	<u>(15,214)</u>	<u>189,904</u>
Changes in non-cash working capital:		
Taxes and grants in place of taxes receivable	(1,890)	15,107
Trade and other receivables	(8,013)	(12,461)
Due from other governments	(188,264)	(115,899)
Prepaid expenses	5,348	(869)
Accounts payable and accrued liabilities	(64,538)	81,089
Deferred revenue	210,906	61,038
Landfill closure and post-closure costs	(42,782)	-
	<u>(89,233)</u>	<u>28,005</u>
	<u>(104,447)</u>	<u>217,909</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(20,000)	(147,290)
Proceeds on disposal of tangible capital assets	3,676	-
	<u>(16,324)</u>	<u>(147,290)</u>
INCREASE (DECREASE) IN CASH FLOW	(120,771)	70,619
CASH - BEGINNING OF YEAR	<u>393,746</u>	<u>323,128</u>
CASH - END OF YEAR	<u>\$ 272,975</u>	<u>\$ 393,747</u>

VILLAGE OF INNISFREE
Schedule of Property Taxes Levied
For the Year Ended December 31, 2019

(Schedule 1)

	2019 (Budget) (Note 15)	2019 (Actual)	2018 (Restated) (Note 17)
TAXATION			
Real property taxes	\$ 286,840	\$ 261,363	\$ 259,448
Linear property taxes	-	26,753	23,852
Government grants in place of property taxes	-	881	840
	<u>286,840</u>	<u>288,997</u>	<u>284,140</u>
REQUISITIONS			
Alberta school foundation	35,684	36,632	37,089
M.D. of Minburn foundation	1,888	1,889	1,898
Designated industrial properties	-	87	37
	<u>37,572</u>	<u>38,608</u>	<u>39,024</u>
NET MUNICIPAL TAXES	<u>\$ 249,268</u>	<u>\$ 250,389</u>	<u>\$ 245,116</u>

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VILLAGE OF INNISFREE
Schedule of Government Transfers
For the Year Ended December 31, 2019

(Schedule 2)

	2019 (Budget) (Note 15)	2019 (Actual)	2018 (Restated) (Note 17)
TRANSFER FOR OPERATING			
Provincial government	\$ 40,311	\$ 59,127	\$ 40,343
Local governments	40,120	34,793	42,053
Federal government	11,675	6,120	1,503
	92,106	100,040	83,899
TRANSFER FOR CAPITAL			
Provincial government	-	20,000	147,290
TOTAL GOVERNMENT TRANSFERS	\$ 92,106	\$ 120,040	\$ 231,189

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VILLAGE OF INNISFREE
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2019

(Schedule 3)

	Land	Buildings	Machinery & Equipment	Vehicles	Engineered Structures	Construction in Progress	2019	2018 (Restated) (Note 17)
Cost								
Balance, beginning of year	\$ 113,628	\$ 659,313	\$ 336,436	\$ 140,200	\$ 5,665,512	\$ 147,290	\$ 7,062,379	\$ 6,915,089
Additions	-	-	-	20,000	-	-	20,000	147,290
Disposals	-	-	-	(28,500)	-	-	(28,500)	-
Transfers	-	-	-	-	147,290	(147,290)	-	-
Balance, end of year	\$ 113,628	\$ 659,313	\$ 336,436	\$ 131,700	\$ 5,812,802	\$ -	\$ 7,053,879	\$ 7,062,379
Accumulated Amortization								
Balance, beginning of year	\$ -	\$ 210,656	\$ 209,315	\$ 83,493	\$ 3,045,638	\$ -	\$ 3,549,102	\$ 3,385,882
Amortization	-	13,190	19,354	8,188	120,018	-	160,750	155,720
Disposals	-	-	-	(27,100)	-	-	(27,100)	-
Impairment	-	-	-	-	-	-	-	7,500
Balance, end of year	\$ -	\$ 223,846	\$ 228,669	\$ 64,581	\$ 3,165,656	\$ -	\$ 3,682,752	\$ 3,549,102
Net Book Value	\$ 113,628	\$ 435,467	\$ 107,767	\$ 67,119	\$ 2,647,146	\$ -	\$ 3,371,127	\$ 3,513,277

The accompanying notes are an integral part of these financial statements.

VILLAGE OF INNISFREE**Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2019****(Schedule 4)**

	2019	2018 (Restated) (Note 17)
BALANCE, BEGINNING OF YEAR	\$ 3,513,277	\$ 3,529,207
Amortization of tangible capital assets	(160,750)	(155,720)
Acquisition of tangible capital assets	20,000	147,290
Net book value of tangible capital assets disposed of	(1,400)	-
Impairment of tangible capital assets	-	(7,500)
BALANCE, END OF YEAR	\$ 3,371,127	\$ 3,513,277
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 3,371,127	\$ 3,513,277

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VILLAGE OF INNISFREE
Schedule of Segmented Disclosure
For the Year Ended December 31, 2019

(Schedule 5)

	General Government	Protective Services	Transportation	Public Utilities	Planning & Development and Public Health	Recreation & Culture	2019	2018 (Restated) (Note 17)
REVENUE								
Net municipal taxes	\$ 250,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,389	\$ 245,115
Sales and user charges	917	-	4,914	201,672	-	24,170	231,673	230,401
Government transfers	61,232	34,793	2,100	-	20,000	1,915	120,040	231,189
Franchise and concession contracts	38,649	-	-	-	-	-	38,649	37,277
Penalties and costs on taxes	26,880	-	-	2,444	-	-	29,324	35,681
Other revenues	9,868	985	-	-	125	-	10,978	22,978
Rentals	6,191	-	-	-	-	-	6,191	6,955
Investment income	2,579	-	-	-	-	-	2,579	4,339
	396,705	35,778	7,014	204,116	20,125	26,085	689,823	813,935
EXPENSES								
Contracted services	123,122	16,467	127,698	25,299	15,580	12,154	320,320	234,621
Materials, goods and supplies	12,155	12,956	82,192	76,847	-	16,296	200,446	210,075
Salaries, wages and benefits	73,969	20,691	29,029	40,917	-	4,614	169,220	154,657
Provision for allowance	3,389	-	-	-	-	-	3,389	15,410
Transfers to local boards and agencies	1,212	1,427	-	-	1,838	4,648	9,125	6,643
Other expenses	2,537	-	-	-	-	-	2,537	2,627
	216,384	51,541	238,919	143,063	17,418	37,712	705,037	624,033
OTHER INCOME								
Amortization of tangible capital assets	(600)	(2,508)	(45,004)	(101,942)	-	(10,696)	(160,750)	(155,719)
Gain (loss) on disposal of tangible capital assets	-	-	2,176	-	-	100	2,276	-
Impairment of tangible capital assets	-	-	-	-	-	-	-	(7,500)
	(600)	(2,508)	(42,828)	(101,942)	-	(10,596)	(158,474)	(163,219)
ANNUAL SURPLUS (DEFICIT)	\$ 179,721	\$ (18,271)	\$ (274,733)	\$ (40,889)	\$ 2,707	\$ (22,223)	\$ (173,688)	\$ 26,683

The accompanying notes are an integral part of these financial statements.

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Village of Innisfree (the "Village") are the representation of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Village are as follows.

(a) Reporting entity

The financial statements reflect the assets, liabilities, revenues and expenses, changes in net financial position and cash flow of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Village and are, therefore, accountable to Village Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

(c) Cash

Cash consists of deposits held with a Canadian financial institution less any cheques written in excess of the bank balance.

(d) Landfill closure and post-closure liability

Pursuant to the *Environmental Enhancement and Protection Act* (Alberta), the Village is required to fund the closure of its landfill sites and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided over the estimated remaining life of the landfill sites based on usage.

The annual provision is reported as an operating expense in solid waste services and the liability is reported as a liability of the Statement of Financial Position.

(e) Tax revenue

Property tax revenue is based on market value of assessments determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax notices are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowing. These levies are collectible from property owners for work performed by the Village. Under the accrual basis of accounting, revenues to be received from local improvement assessments are recognized in full in the period the local improvement project costs are incurred and the passing of the related imposition by-law.

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VILLAGE OF INNISFREE
Notes to Financial Statements
For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Requisition over-levies and under-levies

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. In situations where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the Village, and reasonable estimates of the amounts can be made.

(h) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	25 - 50 Years
Machinery and equipment	5 - 20 Years
Vehicles	3 - 20 Years
Engineered structures	
Water system	35 - 75 Years
Wastewater system	35 - 75 Years
Other engineered systems	15 - 40 Years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Assets under construction are not amortized until the asset is available for productive use.

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VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

(j) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from these estimates.

Accounts receivable are stated after evaluation as to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets, landfill closure and post-closure costs, and contingent liabilities are areas where management makes significant estimates and assumptions in determining the amounts to be recorded in the financial statements

(k) Future changes in significant accounting policies

The following summarizes upcoming changes to the Canadian public sector accounting standards. The Village will continue to assess the impact and prepare for the adoption of these standards

(i) Financial statement presentation

PS 1201, Financial Statement Presentation, requires a new statement of re-measurement gains and losses separate from the statement of operations. Included in this new statement are the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currencies, as well as the government's proportionate share of other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(ii) Foreign currency translation

PS 2601, Foreign Currency Translation, requires that monetary assets and liabilities denominated in a foreign currency be adjusted to reflect the exchange rates in effect at the financial statement dates. Unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard must be adopted in conjunction with PS 2601 and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

(iii) Portfolio investments

PS 3041, Portfolio Investments, has removed the distinction between temporary and portfolio investments and amended to conform to PS 3405. This standard must be adopted in conjunction with PS 1201, PS 2601, and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

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VILLAGE OF INNISFREE
Notes to Financial Statements
For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Future changes in significant accounting policies (continued)

(iv) Financial instruments

PS 3450, Financial Instruments, established recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. The standard requires fair value measurement of derivative and equity instruments; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of re-measurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(v) Asset retirement obligations

PS 3280, Asset Retirement Obligations, establishes standards on how to account and report for legal obligations associated with the retirement of certain tangible capital assets including solid waste landfill sites. As a result, PS 3270, Solid Waste Landfill Closure and Post-Closure Liability has been withdrawn but will remain in effect until the adoption of PS 3280. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(vi) Revenue

PS 3400, Revenue, establishes standards on how to account for and report revenue differentiating between revenue arising from transactions that include performance obligations and transactions that do not. This standard is applicable to fiscal years beginning on or after April 1, 2023.

2. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

	<u>2019</u>	<u>2018</u>
Current receivables	\$ 73,128	\$ 76,449
Receivables in arrears	<u>106,247</u>	<u>92,290</u>
	179,375	168,739
Allowance for doubtful accounts	<u>(23,690)</u>	<u>(14,944)</u>
	<u>\$ 155,685</u>	<u>\$ 153,795</u>

3. RECEIVABLE FROM OTHER GOVERNMENTS

	<u>2019</u>	<u>2018</u>
Due from other governments	\$ 617,848	\$ 427,904
Goods and Services Tax recoverable	<u>18,323</u>	<u>20,003</u>
	<u>\$ 636,171</u>	<u>\$ 447,907</u>

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

4. OPERATING LINE OF CREDIT

The Village has access to a credit facility with ATB Financial, which includes an approved revolving operating line, (Overdraft Facility #2), that can be drawn upon to a maximum of \$120,000, which bears interest at the prime rate less 0.25% and is secured by all assets of the Village at large. As at December 31, 2019, the Village had not drawn on the operating line (2018 - \$NIL).

5. DEFERRED REVENUE

Deferred revenue is comprised of the following amounts, which have been received from various third parties and are restricted to the eligible operating and capital projects as approved in the funding agreements for a specified purpose. Additions are composed of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	2018	Additions	Revenue Recognized	2019
Federal Gas Tax grant	\$ 226,579	\$ 101,570	\$ -	\$ 328,149
Municipal Sustainability Initiative	114,258	130,082	20,000	224,340
Other	-	16,186	-	16,186
Federal Enabling Accessibility grant	16,932	(16,932)	-	-
	<u>\$ 357,769</u>	<u>\$ 230,906</u>	<u>\$ 20,000</u>	<u>\$ 568,675</u>

6. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The Village has an operating agreement with other local municipalities in the operation of Manville landfill site. The Village is liable for 9.8% of the closure and post-closure costs of the transfer station's facilities. The landfill site has been closed and is inactive from accepting further waste.

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the sites, and ongoing environmental monitoring, sites inspections and maintenance.

The estimated total liability is based on the sum of the discounted future cash flows for closure and post-closure activities for 25 years after closure using a discount rate of 2.71% (2018 - 1.50%) and assuming an annual inflation of 2.10% (2018 - 2.50%).

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. At December 31, 2019, approximately 100% (2018 - 100%) of the aggregate landfill capacity has been utilized.

	2019	2018
Estimated closure costs	\$ 87,330	\$ 82,727
Estimated post-closure costs	10,219	57,604
Estimated total liability	<u>97,549</u>	140,331
Percentage of liability accrued by the Village	100 %	100 %
Amount accrued by the Village	<u>97,549</u>	140,331
Estimated liability still to be accrued	<u>\$ -</u>	<u>\$ -</u>

The Village has not designated assets for setting closure and post-closure liabilities.

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

7. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by *Alberta Regulation 255/2000*, for the Village be disclosed as follows:

	<u>2019</u>	<u>2018</u>
Total debt limit	\$ 1,004,735	\$ 999,969
Total debt	-	-
Amount of debt limit unused	<u>\$ 1,004,735</u>	<u>\$ 999,969</u>
Debt servicing limit	\$ 167,456	\$ 166,662
Debt servicing	-	-
Amount of service on debt limit unused	<u>\$ 167,456</u>	<u>\$ 166,662</u>

The debt limit is calculated at 1.5 times revenue of the Village (as defined in *Alberta Regulation 255/2000*) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Village. Rather, the financial statements must be interpreted as a whole.

8. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2019</u>	<u>2018</u> (Restated) (Note 17)
Unrestricted surplus	\$ 230,745	\$ 310,283
Reserves		
Public works	43,500	34,000
Sewer system	41,000	31,000
General capital	33,000	14,500
Recreation	25,000	20,000
Fire	22,000	18,000
Water system	5,000	5,000
General	5,000	4,000
	<u>174,500</u>	<u>126,500</u>
Equity in tangible capital assets	<u>3,371,127</u>	<u>3,513,277</u>
	<u>\$ 3,776,372</u>	<u>\$ 3,950,060</u>

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

9. FRANCHISE AND CONCESSION CONTRACTS

Disclosure of utility franchise agreement annual revenues as required by *Alberta Regulation 313/2000* is as follows:

	<u>2019</u>		<u>2018</u>
ATCO Gas and Pipelines Ltd.	\$ 24,015	\$	20,539
ATCO Electric Ltd.	14,634		16,738
	<u>\$ 38,649</u>	\$	<u>37,277</u>

10. CONTINGENT LIABILITY

The Village is a member of the Alberta Municipal Insurance Exchange ("MUNIX"). Under the terms of membership, the Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Village is a defendant in a lawsuit arising in the normal course of operations. Management is of the opinion that the results of this action should not have any material effect on the financial position of the Village. No amounts have been accrued in these financial statements relating to this claim. Any awards or settlements will be reflected in the Statement of Operations as the matters are resolved or when sufficient information on amounts and likelihood are known.

11. COMMITMENT

The Village is a partner in the Alberta Central East Water Corporation ("ACE") regional water system project to design and construct a water transfer and pump station, three fill stations, a truck fill station, and 246 kilometres of pipeline. The Government of Alberta is committed to fund approximately 90% of the estimated project costs as part of the Alberta Water for Life Program. The remaining 10% of costs will be distributed between the municipal partners. As of December 31, 2019, the Village's share of the remaining construction cost was estimated at \$63,393.

As the regional water system is not a Village owned asset, none of the related liabilities, funding, or expenditures are reflected in the Village's financial statement except for the Village's portion and consumption costs.

12. SUBSEQUENT EVENTS

On March 17, 2020, the Government of Alberta declared a public health emergency in response to the coronavirus disease 2019 ("COVID-19") outbreak. The measures implemented by governments, businesses, and other organizations to safeguard against COVID-19 may have a significant effect on the Village's future operations. An estimate of the financial effects, if any, cannot be made at this time.

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

13. SEGMENTED DISCLOSURE

The Village provides a range of services to its taxpayers. For each reported segment, revenues and expenses both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

(a) General Government

General Government is comprised of Village Council, the Office of the Chief Administrative Officer, and Corporate Services. Corporate Services is comprised of Financial Services and Human Resources.

Council makes decisions regarding service delivery and service levels on behalf of the Village in order to balance the needs and wants of Village residents in a financial responsible manner.

(b) Protective Services

Protective Services is comprised of Fire and Municipal Enforcement Services. Fire Services is responsible to provide fire suppression services; fire prevention programs; training and education related to fire prevention; and the detection and/or extinguishments of fires. Municipal Enforcement Services provide bylaw enforcement that ranges from community standards, to traffic safety, to animal control as well as provincial statute enforcement with authorities granted by the Solicitor General of Alberta.

(c) Transportation

Transportation is comprised of Common Services and the Public Works area. They are responsible for the maintenance of the roadway and storm systems of the Village.

(d) Public Utilities

Public Utilities are comprised of water, waste water, and waste management services. They are responsible for providing a water supply, a sanitary sewage collection and disposal system, and a waste disposal service.

(e) Public Health

Public Health provides services mandated by Family and Community Support Services Alberta through a shared funding model between the Province of Alberta and the Village.

(f) Planning and Development

Planning and Development is responsible for the planning and development of the Village's infrastructure system and work with developers in planning the growth of the Village in a sustainable manner.

(g) Recreation and Culture

Recreation and Culture provide recreational and cultural services and activities which promote the well-being of its citizens. These areas are responsible for the parks, playgrounds, facilities, and green spaces of the Village. This area also acts as a liaison between community groups and providing grant funding.

(continues)

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

13. SEGMENTED DISCLOSURE *(continued)*

Certain allocation methodologies are employed in the preparation of segmented financial information. Net municipal taxes are unallocated to segments and are presented under General Revenue. Sales and user charges have been allocated to the segment based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. For additional information see the Schedule of Segmented Disclosure (Schedule 5).

14. FINANCIAL INSTRUMENTS

The Villages's financial instruments consist of cash, taxes and grants in place of taxes receivable, trade and other receivables, due from other governments, and accounts payable and accrued liabilities. It is management's opinion that the Village is not exposed to significant market, liquidity and currency risk arising from these financial instruments.

The Village is exposed to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

The Village is exposed to interest rate risk with respect to the operating line of credit. Interest rate risk arises from interest rate fluctuations through its variable interest line of credit. As at December 31, 2019, no balance was drawn on the operating line of credit.

Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

15. BUDGET

Budget figures presented in these financial statements are based on the 2019 operating budget adopted by Council on July 16, 2019. The Village compiles a budget on a modified accrual basis. The reconciliation below adjusts annual surplus (deficit) to align with the budget process. It should not be used as a replacement for the Statement of Operations and Accumulated Surplus. Users should note that this information may not be appropriate for their purposes.

	2019 Budget	2019 Actual	2018 Actual
Annual surplus (deficit)	\$ (57,541)	\$ (173,688)	\$ 26,684
Add Back:			
Transfers to reserves	59,470	48,000	-
	<u>\$ 1,929</u>	<u>\$ (125,688)</u>	<u>\$ 26,684</u>

16. APPROVAL OF THE FINANCIAL STATEMENTS

Council and management have approved these financial statements on September 15, 2020.

VILLAGE OF INNISFREE

Notes to Financial Statements

For the Year Ended December 31, 2019

17. RESTATEMENT

The Village has previously expensed a loader as opposed to recording a tangible capital asset.

A vehicle in the Village's possession was no longer available for service as at December 31, 2018. No impairment was recorded to reflect the change in the vehicle's service potential. Insurance proceeds was receivable as a result of the impairment and was not accrued.

For the year-ended December 31, 2018, the Village had under-levied for the Alberta School Foundation Fund requisition. No accrual was recorded to reflect the under-levy.

Last, the Village has identified expenses that have been recorded in the incorrect reporting period.

The effect on the financial statements has been as follows:

- Increase to trade and other receivables of \$12,564
- Increase to tangible capital asset of \$5,827
- Increase to prepaid expenses of \$5,913
- Increase to accounts payable and accrued liabilities of \$8,715
- Increase to annual surplus by \$184
- Increase to opening accumulated surplus by \$15,402.

Some of the comparative figures have been reclassified to conform to the current year's presentation.

18. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Village officials, the Chief Administrative Officer and designated officers are required by *Alberta Regulation 313/2000*, is as follows:

	Salary (1)	Benefits (2)	2019	2018 (Restated) (Note 17)
Mayor D. McMann	\$ 3,450	\$ -	\$ 3,450	\$ 4,424
Councillor A. Cannan	1,350	-	1,350	2,326
Councillor W. Oudshoorn	2,378	-	2,378	2,242
	<u>\$ 7,178</u>	<u>\$ -</u>	<u>\$ 7,178</u>	<u>\$ 8,992</u>
Chief administrative officer	\$ 50,000	\$ -	\$ 50,000	\$ 57,980
Designated officer (contract)	4,520	-	4,520	4,520
	<u>\$ 54,520</u>	<u>\$ -</u>	<u>\$ 54,520</u>	<u>\$ 62,500</u>

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition's.

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2019

Municipality Name: Village of Innisfree

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

Signature of Duly Authorized Signing Officer

Brooke Magosse

Print Name

September 15, 2020

Date

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Innisfree

Opinion

We have audited the municipal financial information return of the Village of Innisfree (the Village), which comprise the statement of financial position as at December 31, 2019, and the statements of financial activities, and changes in accumulated surplus for the year then ended.

In our opinion, the accompanying municipal financial information return presents fairly, in all material respects, the financial position of the Village as at December 31, 2019, and its financial activities and changes in accumulated surplus for the year then ended in accordance with the financial reporting provisions of Section 277 of the *Municipal Government Act*.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the municipal financial information return in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention that, it is understood that this report, as requested by the Minister of Alberta Municipal Affairs, is to be used primarily for statistical purposes. As a result, the municipal financial information return may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other Matter

The Village has prepared a separate set of financial statements for the year ended December 31, 2019 in accordance with Canadian public sector accounting standards on which we issued a separate auditors' report to the Mayor and Council of the Village dated September 15, 2020.

Responsibilities of Management and Those Charged with Governance for the Municipal Financial Information

Management is responsible for the preparation and fair presentation of the municipal financial information return in accordance with the financial reporting provisions of Section 277 of the *Municipal Government Act* and for such internal control as management determines is necessary to enable the preparation of the municipal financial information return that is free from material misstatement, whether due to fraud or error.

(continues)

In preparing the municipal financial information return, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Municipal Financial Information Return

Our objectives are to obtain reasonable assurance about whether the municipal financial information return as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this municipal financial information return.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the municipal financial information return, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Edmonton, Alberta
September 15, 2020

	Total
	1
Assets	0010
Cash and Temporary Investments	0020 272,975
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current	0040 73,128
. Arrears	0050 106,247
. Allowance	0060 -23,690
Receivable From Other Governments	0070 636,171
Loans Receivable	0080
Trade and Other Receivables	0090 63,475
Debt Charges Recoverable.....	0095
Inventories Held for Resale	0130
. Land	0140
. Other	0150
Long Term Investments	0170
. Federal Government	0180
. Provincial Government	0190
. Local Governments	0200
. Other	0210
Other Current Assets	0230
Other Long Term Assets	0240 20
	0250
Total Financial Assets	0260 1,128,326
	0270
Liabilities	0270
Temporary Loans Payable	0280
Payable To Other Governments	0290
Accounts Payable & Accrued Liabilities	0300 57,422
Deposit Liabilities	0310
Deferred Revenue	0340 568,675
Long Term Debt	0350
Other Current Liabilities	0360
Other Long Term Liabilities	0370 97,549
	0380
Total Liabilities	0390 723,646
	0395
Net Financial Assets (Net Debt)	0395 404,680
	0400
Non Financial Assets	0400
Tangible Capital Assets.....	0400 3,371,127
Inventory for Consumption.....	0410
Prepaid Expenses	0420 565
Other.....	0430
	0440
Total Non-Financial Assets	0440 3,371,692
	0450
Accumulated Surplus	0450 3,776,372

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	310,283	126,500	3,513,277	3,950,060
Net Revenue (Expense)	0505	-173,688			-173,688
Funds Designated For Future Use.....	0511	-48,000	48,000		
Restricted Funds - Used for Operations.....	0512				
Restricted Funds - Used for TCA.....	0513				
Current Year Funds Used for TCA	0514	-20,000		20,000	
Donated and Contributed TCA.....	0516				
Disposals of TCA.....	0517	1,400		-1,400	
Annual Amortization Expense.....	0518	160,750		-160,750	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521				
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Surplus - End of Year.....	0525	230,745	174,500	3,371,127	3,776,372

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

		Revenue		Expense
		1		2
Total General	0700	355,388		
Function	0710		1150	
General Government	0720		1160	
Council and Other Legislative	0730		1170	11,422
General Administration	0740	78,127	1180	205,562
Other General Government.....	0750		1190	
Protective Services	0760		1200	
Police	0770		1210	
Fire	0780	20,651	1220	52,622
Disaster and Emergency Measures	0790		1230	
Ambulance and First Aid	0800		1240	1,427
Bylaws Enforcement	0810	760	1250	
Other Protective Services.....	0820		1260	
Transportation	0830		1270	
Common and Equipment Pool	0840		1280	
Roads, Streets, Walks, Lighting	0850	4,276	1290	283,924
Airport	0860		1300	
Public Transit	0870		1310	
Storm Sewers and Drainage	0880	4,914	1320	
Other Transportation	0890		1330	
Environmental Use and Protection	0900		1340	
Water Supply and Distribution	0910	95,839	1350	159,374
Wastewater Treatment and Disposal	0920	35,866	1360	73,548
Waste Management	0930	69,967	1370	12,083
Other Environmental Use and Protection	0940		1380	
Public Health and Welfare	0950		1390	
Family and Community Support	0960		1400	1,838
Day Care	0970		1410	
Cemeteries and Crematoriums	0980		1420	
Other Public Health and Welfare	0990		1430	
Planning and Development	1000		1440	
Land Use Planning, Zoning and Development	1010	125	1450	15,579
Economic/Agricultural Development	1020		1460	
Subdivision Land and Development	1030		1470	
Public Housing Operations	1040		1480	
Land, Housing and Building Rentals	1050		1490	
Other Planning and Development.....	1060		1500	
Recreation and Culture	1070		1510	
Recreation Boards	1080		1520	
Parks and Recreation	1090	26,086	1530	39,803
Culture: Libraries, Museums, Halls	1100	100	1540	8,605
Convention Centres	1110		1550	
Other Recreation and Culture.....	1120		1560	
Other Utilities	1125		1565	
Gas	1126		1566	
Electric	1127		1567	
Other	1130		1570	
Total Revenue/Expense	1140	692,099	1580	865,787
Net Revenue/Expense			1590	-173,688

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total
		1
Revenues	1700	
Taxation and Grants in Place	1710	
. Property (Net Municipal)	1720	250,389
. Business	1730	
. Business Revitalization Zone	1740	
. Special	1750	
. Well Drilling	1760	
. Local Improvement	1770	
Sales To Other Governments	1790	
Sales and User Charges	1800	231,673
Penalties and Costs on Taxes	1810	29,324
Licenses and Permits	1820	885
Fines	1830	
Franchise and Concession Contracts	1840	38,649
Returns on Investments	1850	2,579
Rentals	1860	6,191
Insurance Proceeds	1870	4,559
Net Gain on Sale of Tangible Capital Assets	1880	2,276
Contributed and Donated Assets.....	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	6,120
Provincial Government Unconditional Transfers	1910	20,000
Provincial Government Conditional Transfers	1920	59,127
Local Government Transfers	1930	34,793
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	
Other Revenues	1970	5,534
Total Revenue	1980	692,099
Expenses	1990	
Salaries, Wages, and Benefits	2000	169,220
Contracted and General Services	2010	320,320
Purchases from Other Governments	2020	
Materials, Goods, Supplies, and Utilities	2030	200,446
Provision For Allowances	2040	3,389
Transfers to Other Governments	2050	
Transfers to Local Boards and Agencies	2060	9,125
Transfers to Individuals and Organizations	2070	
Bank Charges and Short Term Interest	2080	2,537
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	
Amortization of Tangible Capital Assets	2110	160,750
Net Loss on Sale of Tangible Capital Assets.....	2125	
Write Down of Tangible Capital Assets.....	2127	
Other Expenditures	2130	
Total Expenses	2140	865,787
Net Revenue (Expense)	2150	-173,688

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative	2210				
General Administration	2220	917	20,000	600	
Other General Government.....	2230				
Protective Services	2240				
Police	2250				
Fire	2260			2,509	
Disaster and Emergency Measures	2270				
Ambulance and First Aid	2280				
Bylaws Enforcement	2290				
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool	2320				
Roads, Streets, Walks, Lighting	2330			45,004	
Airport	2340				
Public Transit	2350				
Storm Sewers and Drainage	2360	4,914			
Other Transportation	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution	2390	95,839		68,111	
Wastewater Treatment and Disposal	2400	35,865		31,666	
Waste Management	2410	69,967		2,164	
Other Environmental Use and Protection	2420				
Public Health and Welfare	2430				
Family and Community Support	2440				
Day Care	2450				
Cemeteries and Crematoriums	2460				
Other Public Health and Welfare	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development	2490				
Economic/Agricultural Development	2500				
Subdivision Land and Development	2510				
Public Housing Operations	2520				
Land, Housing and Building Rentals	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards	2560				
Parks and Recreation	2570	24,171		10,696	
Culture: Libraries, Museums, Halls	2580				
Convention Centres	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607				
Other	2610				
Total	2620	231,673	20,000	160,750	

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720				
Other General Government.....	2730				
Protective Services	2740				
Police	2750				
Fire	2760				
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820				
Roads, Streets, Walks, Lighting	2830	20,000			
Airport	2840				
Public Transit	2850				
Storm Sewers and Drainage	2860				
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890				
Wastewater Treatment and Disposal	2900				
Waste Management	2910				
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960				
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060				
Parks and Recreation	3070				
Culture: Libraries, Museums, Halls	3080				
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other	3110				
Total	3120	20,000			

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	984,258			984,258
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	3,192,266			3,192,266
Wastewater Systems.....	3204	1,488,988		-147,290	1,636,278
Storm Systems.....	3205				
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	5,665,512		-147,290	5,812,802
Construction In Progress.....	3219	147,290		147,290	
Buildings	3220	659,313			659,313
Machinery and Equipment	3230	336,436			336,436
Land	3240	113,628			113,628
Land Improvements.....	3245				
Vehicles	3250	140,200	20,000	28,500	131,700
Total Capital Property Cost	3260	7,062,379	20,000	28,500	7,053,879
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	666,801	20,905		687,706
Light Rail Transit Systems	3272				
Water Systems	3273	1,487,663	67,447		1,555,110
Wastewater Systems	3274	891,174	31,666		922,840
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures	3280	3,045,638	120,018		3,165,656
Buildings	3290	210,656	13,190		223,846
Machinery and Equipment	3300	209,315	19,354		228,669
Land	3310				
Land Improvements.....	3315				
Vehicles	3320	83,493	8,188	27,100	64,581
Total Accumulated Amortization	3330	3,549,102	160,750	27,100	3,682,752
Net Book Value of Capital Property	3340	3,513,277			3,371,127
Capital Long Term Debt (Net)	3350				
Equity in Tangible Capital Assets	3400	3,513,277			3,371,127

LONG TERM DEBT SUPPORT

Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410			
Supported by Special Levies	3420			
Supported by Utility Rates	3430			
Other	3440			
Total Long Term Debt Principal Balance	3450			

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority.....	3500			
Canada Mortgage and Housing Corporation	3520			
Mortgage Borrowing	3600			
Other	3610			
Total Long Term Debt Principal Balance	3620			

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700			
Current + 1	3710			
Current + 2	3720			
Current + 3	3730			
Current + 4	3740			
Current + 5	3750			
Thereafter	3760			
Total Principal	3770			
Interest by Year	3780			
Current + 1	3790			
Current + 2	3800			
Current + 3	3810			
Current + 4	3820			
Current + 5	3830			
Thereafter	3840			
Total Interest	3850			

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

	Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900		
Residential Land and Improvements	3910	201,779	201,779
Non-Residential	3920		
Land and Improvements (Excluding M & E).....	3935	57,928	881
Machinery and Equipment	3950	1,656	1,656
Linear Property	3960	26,753	26,753
Railway	3970		
Farm Land	3980		
Adjustments to Property Taxes	3990		
 Total Property Taxes and Grants In Place	4000	288,116	881
 Requisition Transfers		4010	
Education			
Residential/Farm Land		4031	26,050
Non-Residential		4035	10,582
Seniors Lodges		4090	1,889
Other		4100	87
Adjustments to Requisition Transfers		4110	
 Total Requisition Transfers		4120	38,608
 Net Municipal Property Taxes and Grants In Place		4130	250,389

GRANTS IN PLACE OF TAXES

Schedule 9L

	Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	881		881
Provincial Government	4210			
Local Government	4220			
Other	4230			
 Total	4240	881		881

DEBT LIMIT

Schedule 9AA

		1
Debt Limit	5700	1,004,735
Total Debt	5710	
Debt Service Limit	5720	167,456
Total Debt Service Costs	5730	

Enter prior year Line 3450 Column 2 balance here:

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW

DRAFT

Please ensure the correct breakdown of Non-Residential Property taxes has been recorded under line 3920

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, August 18, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:11 PM.

PRESENT

Deborah McMann	Mayor
William Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor
Brooke Magosse	Chief Administrative Officer

APPROVAL OF AGENDA
2020-08-18/01

Moved by Councillor Cannan that the agenda be approved as amended:

New Business:

7F – Offer to Purchase – Used & Broken Loader Blade

CARRIED.

APPROVAL OF MINUTES
2020-08-18/02

Moved by Deputy Mayor Oudshoorn that the July 21, 2020 Regular Council Meeting minutes be approved as amended.

CARRIED.

REQUEST FOR QUOTES
– BARRIER FREE RAMP:
VILLAGE OFFICE
5116 – 50 AVENUE
2020-08-18/03

Moved by Councillor Cannan that Council accept Dancing Panels and Doors Co.'s Quote for the installation of a Barrier Free Ramp and Access for the Village Office located at 5116 – 50 Avenue at an estimated cost of \$21,175.00 (GST not included). Further that Council accept option no. 1 as mentioned within the quote dated August 11, 2020, which includes a new side entrance and the entry to the ramp being at the front of the property. Furthermore, that Council direct Administration to send a letter to Dancing Panels and Doors Co. in this regard.

CARRIED.

BYLAW 654-20 – LINE OF
CREDIT BORROWING
BYLAW
FIRST READING
2020-08-18/04

Moved by Councillor Cannan that Bylaw 654-20 – Borrowing Bylaw be given FIRST reading this 18th day of August, 2020.

CARRIED.

BYLAW 654-20 – LINE OF
CREDIT BORROWING
BYLAW
SECOND READING
2020-08-18/05

Moved by Deputy Mayor Oudshoorn that Bylaw 654-20 – Borrowing Bylaw be given SECOND reading this 18th day of August, 2020.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF AUGUST 18, 2020.

BYLAW 654-20 – LINE OF CREDIT BORROWING BYLAW AUTHORIZE THIRD READING
2020-08-18/06

Moved by Councillor Cannan that Council authorize THIRD reading on Bylaw 654-20 – Borrowing Bylaw this 18th day of August, 2020.

UNANIMOUSLY CARRIED.

BYLAW 654-20 – LINE OF CREDIT BORROWING BYLAW THIRD AND FINAL READING
2020-08-18/07

Moved by Mayor McMann that Bylaw 654-20 – Borrowing Bylaw be given THIRD and FINAL reading this 18th day of August, 2020.

CARRIED.

AUMA PRESIDENT BARRY MORISHITA'S EMAIL DATED AUGUST 12, 2020 – ASSESSMENT MODEL REVIEW
2020-08-18/08

Moved by Deputy Mayor Oudshoorn that Council direct Administration to send a letter to our MLA Jackie Armstrong-Homeniuk in regards to the impacts of the Assessment Model Changes proposed by the Provincial Government that is being used to determine the value of regulated properties such as oil and gas pipelines and wells. Further, that the County of Minburn No. 27, Alberta Urban Municipalities Association and Municipal Affairs be forwarded a copy of this letter for their records.

CARRIED.

ATCO ELECTRIC LETTER DATED AUGUST 7, 2020 – NEW PRICE SCHEDULE AND RATES EFFECTIVE AUGUST 1, 2020
2020-08-18/09

Moved by Councillor Cannan that Council approve the New Price Schedule and Rates that come into effect on August 1, 2020 as presented in ATCO Electric's letter dated August 7, 2020. Further, that council direct Administration to send a letter to ATCO Electric in this regard.

CARRIED.

MOTION APPROVING LOCATION OF VILLAGE OFFICE
2020-08-18/10

Moved by Councillor Cannan that Council approve the location of the Village Office as 5116 – 50 Avenue, Innisfree AB T0B 2G0 in accordance with Municipal Government Act Section 204.

CARRIED.

PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF AUGUST 18, 2020.

**AUTHORIZATION TO SIGN CONTRACTS AND AGREEMENTS – CHIEF ADMINISTRATIVE OFFICER
2020-08-18/11**

Moved by Deputy Mayor Oudshoorn that the Chief Administrative Officer be authorized to sign contracts and agreements on behalf of the Village of Innisfree, effective immediately, in accordance with Municipal Government Act Section 213 (4).

CARRIED.

**DESIGNATION OF BANKING INSTITUTION – VILLAGE OF INNISFREE
2020-08-18/12**

Moved by Mayor McMann that ATB Financial – Innisfree Agency located at 5116 – 50 Avenue, Innisfree AB T0B 2G0, be designated as the Village of Innisfree’s banking institution in accordance with the Municipal Government Act Section 270 (2).

CARRIED.

**OFFER TO PURCHASE – USED/BROKEN HYUNDAI LOADER SNOW BLADE
2020-08-18/13**

Moved by Councillor Cannan that Council accept the offer to purchase for the used/broken Hyundai Loader snow blade, in the amount of \$750.00 (GST not included). Further that Council direct Administration to contact the individual in this regard.

CARRIED.

**COUNCILLOR REPORTS
2020-08-18/14**

Moved by Councillor Cannan that the listed Councillor Reports be received as information.

CARRIED.

**UTILITY SHUT OFF – SENIORS DROP IN CENTRE
4909 – 52 STREET
2020-08-18/15**

Moved by Deputy Mayor Oudshoorn that the Utility Services for the Seniors Drop-In Centre (4909 – 52 Street) be turned-off at the C.C Valve effective immediately. Further, that Council forgive the Utility Charges for April 2020 (March Consumption), May 2020 (April Consumption), June 2020 (May Consumption), July 2020 (June Consumption) and August 2020 (July Consumption) in the amount of \$492.50 due to no events or activities taking place in the facility.

CARRIED.

**ADMINISTRATION REPORTS
2020-08-18/16**

Moved by Councillor Cannan that the listed Administration Reports be received as information.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 18, 2020.**

**CORRESPONDENCE
2020-08-18/17**

Moved by Deputy Mayor Oudshoorn that the listed Correspondence be received as information.

CARRIED.

ADJOURNMENT

Councillor Cannan adjourned the meeting at 6:34 PM.

Mayor

Chief Administrative Officer

DRAFT

VILLAGE OF INNISFREE

BYLAW No. 655-20

BEING A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING LAND USE BYLAW #628-17

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Village of Innisfree wishes to amend its Land Use Bylaw 628-17 as it affects certain lands;

NOW THEREFORE the Council of the Village of Innisfree, duly assembled, enacts as follows:

- (1) Bylaw #628-17, the Village of Innisfree Land Use Bylaw, as amended, is hereby further amended as follows:

Remove the following sections from section 9.6 being C3 – Highway Commercial

2. Permitted Uses

- a) Motels
- b) Public or quasi-public buildings
- c) Public or quasi-public uses
- d) Buildings and uses accessory to permitted uses

3. Discretionary Uses

- a) Drive-in businesses
- b) Drive-in restaurants
- d) Eating and drinking establishments
- e) Service Stations
- f) Public Utilities
- g) other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses.
- h) Buildings and uses accessory to discretionary uses

and add the following sections to 9.6 being C3 – Highway Commercial:

2. Permitted Uses

- a) Motels
- b) Public or quasi-public buildings
- c) Public or quasi-public uses
- d) Drive-in restaurants
- e) Eating and drinking establishments
- f) Service stations
- g) Buildings and uses accessory to permitted uses

3. Discretionary Uses

- a) Drive-in businesses
- b) Public Utilities
- c) Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses buildings and uses accessory to discretionary uses.

READ a first time this ____ day of _____, 2020.

PUBLIC HEARING held on this ____ day of _____, 2020.

READ a Second time this ____ day of _____, 2020.

READ a Third time this ____ day of _____, 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

9.6 C3 – Highway Commercial

- (1) General Purpose
The general purpose of this District is to permit commercial uses which will serve the traveling public.
- (2) Permitted Uses
 - (a) Motels
 - (b) Public or quasi-public buildings
 - (c) Public or quasi-public uses
 - (d) Buildings and uses accessory to permitted uses
- (3) Discretionary Uses
 - (a) Drive-in businesses
 - (b) Drive-in restaurants
 - (d) Eating and drinking establishments
 - (e) Service stations
 - (f) Public utilities
 - (g) Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses
 - (h) Buildings and uses accessory to discretionary uses
- (4) Requirements
 - (a) Maximum Building Height: 10.67 m (35 ft.), or as allowed by the Development Authority
 - (b) Minimum Lot Area: as required by the Development Authority
 - (c) Minimum Lot Width: 4.57m (15.0 ft.)
 - (d) Minimum Yard Requirements:
 - (i) Front yard: 6.1 m (20.0 ft.), or as required by the Development Authority
 - (ii) Side yard: 3.05 m (10.0 ft.), or as required by the Development Authority
 - (iii) Rear yard: 6.1 m (20.0 ft.), or as required by the Development Authority
 - (e) Maximum Lot Coverage: 35%
 - (f) Access

Access to all developments within this District shall be by service road or

by similar standard for controlling turning traffic, such as a one-way system, to the satisfaction of the Development Authority. The number of access provided to any highway from a development or service road shall be to the satisfaction of the Development Authority and appropriate Provincial authorities.

A Bylaw for the Village of Innisfree in the Province of Alberta, to regulate the proceedings of Council.

WHEREAS Section 180 of the *Municipal Government Act* being Chapter M-26 of the *Revised Statutes of Alberta* (RSA), 2000 and amendments thereto, requires Council to act by bylaw;

AND WHEREAS pursuant to provisions of the *Municipal Government Act*, it is deemed desirable to establish rules and provisions to regulate the conduct of business in the meetings of Council, to control and maintain order in meetings for the enactment of municipal legislation and to provide for dealing with petitions, correspondence and other submissions to Council.

NOW THEREFORE the Council of the Village of Innisfree, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

- 1.0** This Bylaw may be cited as the '**COUNCIL PROCEDURAL BYLAW.**'
- 2.0 DEFINITIONS;**
- 2.1** **Abstain** means not to vote for or against a proposal or motion when a vote is held.
- 2.2** **Acting Mayor** means any other member of Council who is appointed to the position in the event of the absence or inability to act by the Mayor or Deputy Mayor, pursuant to the *MGA*;
- 2.3** **Agenda** is the list of items and order of business of any meeting.
- 2.4** **Annual Organizational Meeting** is the meeting of Council held annually, not later than two (2) weeks after the third Monday in October, per Section 192(1) of the *Municipal Government Act*
- 2.5** **Bylaw** is a bylaw of the Village of Innisfree
- 2.6** **Chair or Chairperson** is the person presiding at meetings of Council
- 2.7** **Chief Administrative Officer (CAO)** is the Chief Administrative Officer of the Village of Innisfree as defined in the *MGA*, s. 205 – 209.
- 2.8** **Closed Session** means a meeting at which only Council and other persons specified by Council may attend, pursuant to *MGA*, s.197;
- 2.9** **Committee** is either by recommendation or resolution, a decision-making work group or an external agency, board or group of which the Village of Innisfree is a member or stakeholder and the Council appoints a representative, as established by, or in accordance with this bylaw.
- 2.10** **Council** is the Councillors of the Village of Innisfree being elected pursuant to the provisions of the *Local Authorities Election Act*;
- 2.11** **Councillor** is an elected Municipal Official sworn under the Oath of Office as such and includes the Mayor and the Deputy Mayor;
- 2.12** **Delegation(s)** is an individual, a group or an organization that wishes to address Council during a Council meeting;
- 2.13** **Deputy Mayor** is the member who is appointed annually at the Organizational Meeting pursuant to the provisions of the *MGA* to act as Mayor in the absence or incapacity of the Mayor;
- 2.14** **Electronic Means** are communication devices that provide the ability for two-way conversations to take place without the physical presence of a person, including, but not

- limited to cellular phones, cameras, closed circuit television and any other means of communication being developed over time;
- 2.15 Emergent Resolution** is new business arising or occurring or in development, for the first time, that is deemed to be necessary to take expedient action on, for the benefit of the municipality and therefore, should be addressed before the next regularly scheduled Council meeting;
- 2.16 Majority Vote** is the number of votes by which the winning party or group out votes the opposition;
- 2.17 Meeting** is a gathering of any or all members of Council for the purpose of conducting business on behalf of the Village of Innisfree whether a Regular Council Meeting, a Special Council Meeting or a Committee Meeting;
- 2.18 Member** is a member of Council;
- 2.19 Municipal Government Act**, being chapter M-26, Revised Statutes of Alberta (RSA), 2000 as amended or repealed and replaced from time to time and herein referred to as *MGA*;
- 2.20 New Business** is the list of items on the Agenda presented to Council for the first time and requiring direction, decision or resolution;
- 2.21 Out of Order** speaking out of turn and/or not be acknowledged by the Chair to speak
- 2.22 Pecuniary Interest** is matters that monetarily affect a Councillor or the Councillor's family, as defined in the *MGA*;
- 2.23 Petition** is a formal request to the Minister of Municipal Affairs or Council, signed by a number of electors pursuant to the *MGA*;
- 2.24 Petitioner** is an elector as defined by section 1 of the *MGA* and section 1 of the *Local Authorities Election Act*, who signs a petition;
- 2.25 Point of Order** is the raising of a question by a member to call attention to any departure from the Procedural Bylaw;
- 2.26 Postpone** is to delay the consideration of any matter, either to a definite time on the agenda or to a later position on the agenda;
- 2.27 Public Hearing** is a meeting of Council convened to hear matters pursuant to:
- 2.27.1** The *Municipal Government Act*
- 2.27.2** Any other Act
- 2.27.3** Any other matter at the direction of Council;
- 2.28 Question of Privilege** refers to all matters affecting the rights and immunities of Council collectively or the position and conduct of members in their representative character as elected representatives;
- 2.29 Quorum** is a majority of the members elected and serving on Council which requires two (2) members to be present to conduct a Council meeting
- 2.30 Recorded Vote** is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;
- 2.31 Regular Council Meeting** is a meeting of Council scheduled at least monthly to conduct the regular decision-making for the Village through resolution or bylaw, pursuant to *MGA*, s.193;

-
- 2.32 Special Council Meeting**, as described in *MGA*, s.194, the Chief Elected Official may call a Special Council Meeting whenever the official considers it appropriate to do so and must call a Special Council Meeting if the CAO receives a written request for the meeting, stating its purpose, from a majority of the Councillors;
- 2.33 Standing Committee** means an external agency, board or commission that the Village of Innisfree is required to appoint an elected member to.
- 2.34 Table** means a motion to delay consideration of any matter in order to deal with more pressing matters or due to lack of time available, which does not set a specific time to resume consideration of the matter.
- 2.35 Village** means the Village of Innisfree.

3.0 APPLICATION:

- 3.1** This bylaw shall govern the proceedings of Council.
- 3.2** This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended;
- 3.21 by a bylaw, unanimously passed at a regular or special meeting of the Council, at which all members thereof are present; or
- 3.22 by a bylaw passed at a regular meeting of Council pursuant to notice in writing given and openly announced at the preceding meeting of Council.

4.0 DELEGATIONS

- 4.1** Individuals who wish to be added as a Delegation to a Council Agenda, must comply with Clause 12.3 with regards to providing notice.
- 4.2** Delegations will be limited to two Delegations per Council meeting with a maximum duration of fifteen (15) minutes for each presentation, exclusive of the time required to answer questions put by Council, or, in circumstances where it is felt that an item could be urgent, Council may, by majority vote, endorse a third Delegation with the same duration of time.
- 4.3** Each group or organization must appoint one spokesperson to speak on their behalf.
- 4.4** No matter on the current agenda may be presented to Council by a Delegation.
- 4.5** In questioning Delegations, whether statutory or otherwise, Members will only ask questions which are relevant to the subject of the presentation and will avoid repetition.
- 4.6** No Delegation shall be allowed or attempt to engage in debate with any individual member of Council or Council as a whole.

-
- 4.7** Council shall consider the Delegation(s) presentation(s) and;
- 4.7.1** refer the topic to Administration or other individual or group or,
 - 4.7.2** defer the presentation for future review and consideration or,
 - 4.7.3** endorse the presentation.

5 Public Hearings

- 5.1** When the *MGA* or any other *Act* requires Council to hold a Public Hearing, the Public Hearing must be held, unless another enactment specifies otherwise:
- 5.1.1** before the second reading of the bylaw or,
 - 5.1.2** before Council votes on a resolution.
- 5.2 Procedures for a Public Hearing:**
- 5.2.1** If a person indicates their presence to speak on the proposed bylaw, then the following procedures shall apply:
- 5.2.1.1** Administration will introduce the topic of the Public Hearing
 - 5.2.1.2** Individuals will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing, followed by written submissions;
 - 5.2.1.3** After a person has spoken, any Member may ask the speaker relevant questions;
 - 5.2.1.4** Any Member may ask the CAO relevant questions after all persons who wish to speak have been heard;
 - 5.2.1.5** Any Member may then move that ‘the Public Hearing be adjourned.’
- 5.2.2** If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization shall:
- 5.2.2.1** be in writing;
 - 5.2.2.2** name the individual authorized to speak;
 - 5.2.2.3** indicate the proposed topic to be spoken to; and,
 - 5.2.2.4** be signed by the person giving the authorization.
- 5.2.3** The authorized person must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her delegate.
- 5.2.4** If an authorized speaker represents more than one person, the speaker will only be allowed five (5) minutes to speak unless Council authorizes otherwise.
- 5.2.5** Written submissions to the Public Hearing:
- 5.2.5.1** must be legible;
 - 5.2.5.2** must address the topic of the Public Hearing;
 - 5.2.5.3** must be signed and dated, and
 - 5.2.5.4** must be delivered prior to the start of the Public Hearing.

6 Quorum

- 6.1** Quorum is two (2) Councillors for voting pursuant to the *MGA*.
- 6.2** As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall take the Chair and call the members to order.
- 6.3** Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting of Council, the Council shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 6.4** The CAO shall record the name of the members present at the expirations of the thirty (30) minute time limit and such record shall be appended to the next agenda.

7 Organizational Meeting

- 7.1** The Organizational Meeting of Council shall be held annually, not later than two (2) weeks after the third Monday in October, pursuant to *Municipal Government Act*, section 192(1).
- 7.2** The Chief Administrative Officer shall fix the date, time and place of the Organizational Meeting.
- 7.3** The Agenda for the Organizational Meeting shall be restricted to:
 - 7.3.1** Election of the Mayor
 - 7.3.2** Election of the Deputy Mayor
 - 7.3.3** Establishment of the Regular Meeting dates for Council and its Standing Committees and representatives.
 - 7.3.4** Establishment of membership on committees, boards, commissions, etc.
 - 7.3.5** Establish signing authorities for the Village
 - 7.3.6** Any other business required by the *Municipal Government Act*
 - 7.3.7** Adjournment
- 7.4** The Chief Administrative Officer shall:
 - 7.4.1** Take the Chair
 - 7.4.2** Call the meeting to order
 - 7.4.3** Conduct the election for Mayor
 - 7.4.4** Preside over the meeting until the oath, as prescribed by the *Oaths for Office Act*, has been administered to the Mayor

8 Regular Meetings

- 8.1** Regular Meetings of Council will be held in the Council Chambers of the Village Office on dates and times, as set at the Annual Organizational Meeting or as amended by Council resolution, from time to time.
- 8.2** Notice of Regular Council meetings need not be given.

8.3 If the Council changes the date, time or place of a Regular Council meeting, the Municipality must give at least twenty-four (24) hours of notice of the change:

8.3.1 to any Councillors not present at the meeting at which the change was made;

8.3.2 to the Public

9 Special Meetings

9.1 The Chief Elected Official;

9.1.1 May call a Special Meeting of Council whenever the Official considers it appropriate to do so

9.1.2 Must call a Special Meeting of Council if the Official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

9.2 A Special Council Meeting called under Sub-section 9.1.2 must be held within fourteen (14) days of the date that the Chief Elected Official receives the request or any shorter period provided for by Bylaw.

9.3 The Chief Elected Official calls a Special Meeting by giving at least twenty-four (24) hours' notice to each Councillor and the Public stating the purpose of the meeting and the date, time and place at which it is to be held.

9.4 A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the Public if at least two-thirds (2/3) of the whole of Council agrees to this in writing before the beginning of the meeting.

9.5 No matter other than stated in the notice calling the Special Council Meeting may be transacted at the meeting.

9.6 Notice of a Special Council Meeting is deemed to have been given to a Councillor if the notice is given to an adult person at the Councillor's home or place of business.

9.7 Notice of a Special Council Meeting to the Public is sufficient if the notice is given in a manner specified by Council.

10 Closed Meetings

10.1 Council must conduct their meetings in public unless sub-section 10.2 or 10.3 applies.

10.2 Council may conduct all or part of their meetings closed to the public if a matter to be discussed is within one of the exceptions to disclosure referred to in Section 197(2) of the *Municipal Government Act* and Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

10.3 When a Council meeting is closed to the public, no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.

11 Electronic Communications

11.1 Council or Council Committee meetings may be conducted by means of electronic or other communications, as developed from time to time per the following conditions:

11.1.1 A Councillor shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is being held is equipped in such a manner that enables all Council members participating in the meeting and the Public to hear each other.

11.1.2 Council members may participate electronically if they can do so at no cost to the Municipality.

11.2 The Mayor, Deputy Mayor or Acting Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

11.3 A Councillor may attend Regular or Special Council Meetings, excluding Special Meetings which require Council signatures to conduct the meeting, by electronic communications a maximum of three (3) times per calendar year.

11.4 A Councillor attending via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.

11.5 When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

11.6 When a Council member attends a 'closed' meeting of Council, they shall be required to confirm they have attended the 'closed' sessions alone in keeping within the definition in this bylaw of 'closed' by providing a statutory declaration or affidavit sworn and declared before a Commission of Oaths prior to the next Regular Council meeting.

12 Agenda

12.1 The Agenda for each Regular and all other meetings of council, as defined in this bylaw, shall be prepared by the Chief Administrative Officer, or their delegate, and be packaged together with the minutes of the previous Council meeting, copies of all pertinent correspondence, statements, reports, recommendations and requests for decisions.

12.2 The Agenda package shall be provided to each Member of Council and placed in their mailbox, hand delivered or delivered electronically the Thursday prior to the week of the commencement of the Meeting for which it was prepared, whenever possible. The Council's

Agenda package is distributed in advance to provide Council with the materials necessary to prepare themselves for the next Meeting of Council.

- 12.3** Any person wishing to have an item of business considered for the Agenda, must make their written submission to the CAO no later than 12:00 noon, seven (7) days prior to the Meeting. The submission must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Council may, by policy, establish procedures to ensure submissions provide adequate information.
- 12.4** The Order of Business will be adopted by Council at the start of each meeting and will generally be as follows:
- 12.4.1** Call to Order
 - 12.4.2** Public Hearing (as required)
 - 12.4.3** Adoption of Agenda – Additions/Deletions/Amendments
 - 12.4.4** Delegations (as required)
 - 12.4.5** Address Delegations' Presentation
 - 12.4.6** Adoption of Minutes of Previous Meeting(s)
 - 12.4.7** Business Arising from the Minutes
 - 12.4.8** Bylaws & Policies (as required)
 - 12.4.9** New Business
 - 12.4.10** Council Committee Reports
 - 12.4.11** Administration Reports:
 - 12.4.11.1** CAO Report
 - 12.4.11.2** Financial Report
 - 12.4.11.3** Public Works Report
 - 12.4.12** Correspondence
 - 12.4.13** In-Camera Items
 - 12.4.14** Items Arising from In-Camera
 - 12.4.15** Adjournment
- 12.5** The order of business as established in this bylaw will apply to all Regular Council Meetings unless members of the Council present, by majority vote, agree to any change(s), preferably prior to the adoption of the Agenda.
- 12.6** No item of business will be considered by Council if the item has not been placed on the agenda, except Council Committee Reports, unless Council present, by majority vote, agree to the item being placed on the agenda. The Mayor, or any Councillor or the CAO must be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

13.0 CHAIRPERSON

13.1 The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.

13.2 If the Mayor is absent or late, the Deputy Mayor will serve as Chairperson. If neither the Mayor or Deputy Mayor are in attendance Council will chose a member from among the Councillors in attendance to act as the meeting Chairperson.

14.0 Members Debate

14.1 A member shall not:

14.1.1 Use offensive or un-parliamentary language in Council;

14.1.2 Disobey the rules of Council, or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;

14.1.3 Leave his/her seat or make any noise or disturbance while a vote is being taken and the result is declared;

14.1.4 Enter the Council Chamber while a vote is being taken

14.1.5 Interrupt a member while speaking, except to raise a point of order or question of privilege.

15.0 Questions of Privilege

15.1 A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him/herself as a member thereof, shall be permitted to raise such questions of privilege.

15.2 A question of privilege shall take precedence over other matters.

15.3 While the Chairperson is ruling on the question of privilege, no one shall be considered in possession of the floor.

16.0 Points of Order

16.1 A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order.

16.2 When a leave is granted, the member shall state the point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order.

16.3 The speaker in possession of the floor when the point of order was raised shall have the right to the floor when the debate resumes.

16.4 A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

17.0 Appeal Ruling

17.1 A decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council.

17.2 If the decision is appealed, the Chairperson shall give concise reasons for his/her ruling and Council, without debate, shall decide the question; the ruling of Council shall be final.

18.0 Motions

18.1 Every motion, when moved and presented to the Chairperson, is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.

18.2 A motion made by a member of Council does not require a seconder.

18.3 All motions must be concise and unambiguous and must either be given in writing or given verbally to the CAO.

18.4 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.

18.5 The mover of a motion must be present when the vote on the motion is taken.

18.6 When a motion is under debate, no motion shall be received other than a motion to:

18.6.1 Fix the time of adjournment;

18.6.2 Adjourn the meeting;

18.6.3 Withdraw the motion;

18.6.4 Table;

18.6.5 Call the question (that the vote must now be taken);

18.6.6 Postpone voting on the main motion to a certain time or date (only debatable for time and date.);

18.6.7 Refer;

18.6.8 Amend.

18.7 A motion relative to a matter not within the jurisdiction of Council shall not be in order.

18.8 A **motion to table** may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable, and if, or when passed, may only be resurrected by a motion to *'raise from the table.'*

18.9 A **motion to refer** shall require direction as to the person or group to which it is being referred and is debatable.

18.10 Amendments

18.10.1 Only one amendment at a time shall be present to the main motion.

18.10.2 When the amendment has been disposed of, another may be introduced.

18.10.3 All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion so as to change the basic intent or meaning of the main motion.

18.10.4 The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote, unless a further amendment is proposed;

18.10.5 Nothing in this section shall prevent other proposed amendments being read for the information of the members.

18.11 Reconsideration

18.11.1 A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

18.12 Rescinding Motions

18.12.1 A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of members present, the previous motion is declared null and void.

18.13 Voting - Question

18.13.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

18.13.2 When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak or present another motion until the vote has taken on such motion or amendment.

18.14 Voting –Pecuniary Interest

18.14.1 A member, who has a pecuniary interest in a matter, pursuant to the *MGA*, must immediately declare and must abstain from debate and voting on the matter and must leave the Council Chambers.

18.14.2 A member who is temporarily absent from a meeting when a matter in which the member has an interest in, comes up for discussion, must, upon returning to the meeting, or as soon as the member discovers the matter was discussed, disclose the general nature of their interest. The CAO must record the disclosure in the minutes.

18.15 Voting – Requirement to Vote

18.15.1 Every member present, including the Mayor, shall vote on every matter unless disqualified from voting by reason of pecuniary interest or, in the case of a public hearing, if the member was absent from all of the public hearing. If the member is absent from a part of the public hearing the member may abstain from voting.

18.16 Tie Vote

18.16.1 A motion shall be declared lost when it does not receive the required number of votes or received an equal division of votes.

18.17 Recorded Vote

18.17.1 Any member may request that the vote be recorded but must make the request before the vote is taken.

18.17.2 Members shall vote by the raising of hands as the Chairman calls for those in favor, then those against.

18.17.3 The CAO or their designate shall record in the minutes, the names of all members for or against the motion.

18.17.4 The Chairperson shall announce the results of the vote.

18.17.5 A member who disagrees with the announcement made of the vote may immediately object to the declaration and the vote shall be retaken by the Chief Administrative Officer.

18.18 Adjournment

18.18.1 A motion to adjourn the floor shall be in order except when a member is in possession of the floor.

18.18.2 Council shall adjourn a Council meeting within three (3) hours of being called to order unless,

18.18.2.1 Members of Council present, by unanimous vote, agree to an extension of time;

18.18.2.2 No meeting shall be over four (4) hours duration.

19.0 Recording the Minutes

- 19.1** A member who arrives late to a meeting shall have the time of the late arrival recorded in the minutes.
- 19.2** A member, who wishes to leave the meeting of Council prior to adjournment, shall advise the Chairperson and the time of the departure shall be recorded in the minutes.
- 19.3** If a member is temporarily absent for a time during a meeting, the times of departure and re-entry to the meeting, shall be recorded in the minutes.

20.0 Bylaws

- 20.1** Every proposed bylaw must have three (3) distinct and separate readings.
- 20.2** Each Councillor present at the meeting at which the first reading is to take place must be given, or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 20.3** After a motion for second reading of the bylaw has been presented, members may debate the substance of the bylaw and propose and consider amendments to the bylaw. Any proposed amendments shall be put to a vote if required and if carried, shall be considered as having been incorporated into the bylaw at the second reading.
- 20.4** Each Councillor present at the meeting at which the third reading is to take place must, before the proposed bylaw received third reading, be given or have the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after the first reading.
- 20.5** A proposed bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider a third reading.
- 20.6** Only the title and identifying number has to be read at each reading of the bylaw.
- 20.7** The previous reading of a proposed bylaw is rescinded if the proposed bylaw:
- 20.7.1** does not receive third reading within two (2) years of the first reading, or
 - 20.7.2** is defeated in the second of third reading.
- 20.8** A Bylaw is passed when it receives third reading and it is signed by the Mayor or Deputy Mayor or Acting Mayor and the CAO and the corporate seal of the Village is impressed on the bylaw.

20.9 A Bylaw comes into force at the beginning of the day that it has been passed, signed and sealed, unless otherwise provided for in the Bylaw.

21.0 Recording Devices

21.1 Mechanical or electronic recording devices are strictly prohibited within the Village of Innisfree Council Chambers unless a majority of Councillors present vote in favor of their presence and usage.

22.0 Petitions

22.1 Petitions shall be addressed pursuant to petitioning regulations of the *Municipal Government Act*.

23.0 Severability

23.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

24.0 Effective Date

24.1 Bylaw 630-17 is hereby rescinded.

24.2 This Bylaw shall come into force and effect on the date of the third and final reading thereof.

READ a First time this _____ day of _____, 2020.

READ a Second time this _____ day of _____, 2020.

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

READ a Third time this _____ day of _____, 2020.

Mayor

Chief Administrative Officer

DRAFT

Being a bylaw of the Village of Innisfree in the Province of Alberta to provide the Code of Conduct for the Council of the Village of Innisfree.

WHEREAS the citizens and taxpayers of the Village of Innisfree have the right to be served by a Council committed to conducting its service in an ethical and professional manner.

AND WHEREAS Council must pass bylaws respecting the conduct of Council, Council Committees and other bodies established by Council under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, Chapter M-26 and amendments thereto;

AND WHEREAS the *Code of Conduct for Officials Regulation*, AR provides that a Code of Conduct must contain certain provisions;

AND WHEREAS each individual Councillor of the Village of Innisfree hereby commits to upholding this Code of Conduct for the purpose of ensuring that all Councillors of the Village of Innisfree maintain appropriate conduct when carrying out their roles as Councillors;

NOW THEREFORE the Council of the Village of Innisfree duly assembled enacts as follows:

1. Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw.”

2. Interpretation

2.1. Council shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position they hold. This Bylaw is to be given a broad, liberal interpretation in accordance to applicable legislation.

2.2. This Bylaw shall be brought forward for review at the beginning of each term of Council, to meet legislative requirements, or as required.

2.3. References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified or re-enacted from time to time.

2.4. Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulations or enactment.

3. Definitions:

3.1. “Act” means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.

3.2. “Applicant” means the registered owner of land or his/her representation or agent certified as such applying for re-designation, subdivision or development approval of land situated within the Village of Innisfree.

3.3. “Bias” means common law bias and includes such situations where a Councillor or Board member has prejudged a matter to be decided to the extent of being no longer capable of persuasion. In situations where the Councillor or Board Member is engaged in a “quasi-judicial” function or role, “bias” will also include situations where the Councillor may be perceived as being in capable of deciding the matter fairly. Situations leading to a reasonable perception of bias includes the following:

- 3.3.1.** relationships with persons involved in the matter: Where the Councillor or Board Member has a “sufficiently close” personal relationship with someone who has a direct interest in the outcome of the decision, that relationship may give rise to a “reasonable apprehension or bias”;
- 3.3.2.** outside knowledge or involvement in the matter: The primary concerns in this scenario is that the Councillor will be unable to avoid making use of information that he/she obtained outside the hearing thereby violating the rule that all parties “must know the case to be met” and be given full opportunity to respond to all relevant information that may form the basis of Council or a Board Member’s decision; or
- 3.3.3.** inappropriate comments, activity or behavior: If a Councillor or Board member makes any comments or engages in any activity or behaviour which is consistent with the Councillor or Board member being perceived by a “reasonable person” as not being impartial, this may result in a finding of bias.
- 3.4.** “*Board*” means a Council board, commission or committee.
- 3.5.** “*Board Member*” means a person appointed to a Council board, commission or committee.
- 3.6.** “*Bullying*” means repeated and hostile or demeaning behavior by an individual in the municipality, either directly or through any medium whatsoever, where the behavior results in harm, fear or distress to one or more individuals in the municipality including, but not limited to, physical harm, psychological harm or harm to an individual’s reputation.
- 3.7.** “*CAO*” means the Chief Administrative Officer, pursuant to the *Act*.
- 3.8.** “*Censure Motion*” means a motion passed by council prescribing consequences for non-compliance with the Council Code of Conduct Bylaw.
- 3.9.** “*Conflict of Interest*” means a situation where a Councillor’s personal or private interests may or may be perceived as influencing the Councillor on a matter of public interest before Village of Innisfree including situations which may result in common law bias, which include direct or indirect pecuniary interest, prejudgement, closed mindedness or undue influence.
- A conflict of interest situation also includes using the Councillor’s position, confidential information or Village of Innisfree employees, materials or facilities for personal or private gain or advancement in the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the specific interests of the Councillor’s family, friends, neighbours or business associates.
- 3.10.** “*Councillor*” means a member of Council for the Village of Innisfree.
- 3.11.** “*Develop*” means re-designation, development, subdivision or other type of development as defined in the *Act* and/or the Village of Innisfree Land Use Bylaw that will involve Council as the decision maker.
- 3.12.** “*Developer*” means a person or company that develops or proposes to develop land situated within the Village of Innisfree.
- 3.13.** “*Harassment*” includes, but is not limited to:
- 3.13.1.** Written or verbal comments, posts, actions, gestures or other behaviors that are humiliating, offensive, hurtful or belittling;
- 3.13.2.** Bullying or intimidation;
- 3.13.3.** Abusing authority;
- 3.13.4.** Deliberately excluding a Councillor, Board Member or an employee from relevant work activities or decision-making; or

- 3.13.5.** Attempting to discredit a Councillor, Board Member or an employee by spreading false information about him/her.
- 3.14** “*Investigation*” means the process of examining and determining the evidence and facts related to a complaint made pursuant to this Bylaw alleging that an individual is in breach of the Code of Conduct.
- 3.15** “*Pecuniary Interest*” has the same meaning as stated in the Act.
- 3.16** “*Special Interest Groups*” means a person, group of people or an organization who attempt to influence Village policy or decision making in a way that benefits a particular set of interest, cause or issue.
- 3.17** “*Sexual Harassment*” means unwanted sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature that:
- 3.17.1** implicitly or explicitly makes submission to such conduct a term and condition of an individual’s work;
 - 3.17.2** affects access to employment;
 - 3.17.3** creates an unwelcome, intimidating, hostile or offensive work environment;
 - 3.17.4** intimidates, embarrasses, offends, coerces or humiliates an individual in the workplace; and/or
 - 3.17.5** arises out of relationship that is not based on mutual consent
- 3.18** “*Village*” means the municipal incorporation of the Village of Innisfree, pursuant to the MGA.
- 3.19** “*Violence*” means the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the worksite or work related. For the purposes of this Bylaw, worksite shall include the locations where Council and Board meetings take place.

4. Code of Conduct – Behavior

For the purpose of providing ethical and effective leadership for the Village of Innisfree and its residents, the Council of the Village of Innisfree has adopted the following principles to ensure that all Councillors and Board Members act honestly, in good faith and in the best interests of the Village of Innisfree as a whole.

Village Council and Board members agree and commit to the following principles of conduct:

- 4.1** To act honestly and in good faith at all times.
- 4.2** To engage in respectful, fulsome and healthy debate on matters in Council or Board meetings and then support the majority decision of Council or the Board.
- 4.3** To respect the personal opinions of other Councillors and Board Members.
- 4.4** Unless authorized by Council to represent Council’s position on an issue, ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of the Council.

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- 4.5 Unless authorized by the Board to represent the Board's position on an issue, ensure that any public statements are clearly stated to reflect the personal opinion of the Board Member, not the position of the Board.
- 4.6 To publicly express his/her personal opinions in such a manner that maintains respect for Council or Board, other councillors, Board Members, or Village Administration and any majority decisions made by Council or a Board.
- 4.7 To adhere to the Pecuniary Interest requirements established in the Act.
- 4.8 To avoid situations which may result in a Conflict of Interest or Bias.
- 4.9 To avoid situations where it may be perceived that the Councillor or Board Member is using his/her position on Council or a Board to gain a personal benefit including but not limited to seeking the award of service or supply contracts or influencing the hiring of Village of Innisfree Administration.
- 4.10 To act with integrity, professionalism and respect when interacting with other Councillors or Board Members, the Village of Innisfree Administration, members of the public and other government officials.
- 4.11 To consider the welfare and interests of the Village of Innisfree as a whole.
- 4.12 To actively participate in all meetings respectfully, responsibly and consistent with approved procedures.
- 4.13 To fulfill the duties and obligations of Elected Officials as established by the Act.
- 4.14 To keep in confidence all matters discussed in camera at a Council or Board meeting until that matter is discussed in at public meeting or otherwise required by law.
- 4.15 To demonstrate fairness, accountability and impartiality on all matters.
- 4.16 To not make use of his/her position as an Elected Office or Board member to:
 - 4.16.1 gain or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
 - 4.16.2 cause or attempt to cause detriment to the Village of Innisfree, Council, any individual councillor, any board, any individual Board Member, or any member of Administration, any member of the public or third parties; or,
 - 4.16.3 seek personal benefit or gain from any information obtained through his/her position as a Councillor or Board Member.

5. Code of Conduct – Actions

The Village of Innisfree Council and Board Members agree to commit to the following principles of conduct:

Decision Making

- 5.1 The appropriate forum for healthy and fulsome debate and discussion of matters before Council or a Board is in a Council or a Board meeting.

- 5.2 All Elected Officials and Board Members should be given full opportunity to address issues before Council or a Board in a full, open and professional manner to encourage and promote healthy debate of issues.
- 5.3 Council decisions are made by majority vote by the Elected Officials. Board decisions are made by majority vote by the Board Members. The decision of Council or a Board must be accepted and respected by all Elected Officials and Board Members even if some individual Elected Officials or Board Members do not agree with the majority decision.
- 5.4 While an individual Elected Official or Board Member may publicly state that he/she did not vote with the majority of Council or a Board on an issue, this type of statement must be made in a manner that respects Council or a Board, Council's or the Board's decision and other Elected Officials, Board Members or Village Administration.

Use of Village Assets and Services

- 5.5 Councillors and Board members shall not use electronic devices provided by the Village for business use. Use of Village electronic devices for personal use is allowed providing this use is in adherence with Village policies.
- 5.6 Councillors and Board Members may not use any other Village resources, property, equipment, services, information or supplies to pursue their private interest or the interest of someone they know.

Expenditures

- 5.7 When incurring expenditures, Councillors and Board Members shall act responsibly and respect that public money must be used for the public good.
- 5.8 Councillors and Board members shall avoid waste, abuse and extravagance in the provision or use of public monies and resources.
- 5.9 Councillors and Board Members shall be transparent and accountable with respect to all expenditures.
- 5.10 Councillors and Board Members shall strictly adhere to all Village of Innisfree bylaws, policies and guidelines addressing expenditures and reimbursement.

Interaction with Administration and the Public

- 5.11 Councillors and Board members shall respect the professional opinions of Administration.
- 5.12 Councillors shall not abuse relationships or dealing with Administration by attempting to take advantage of their positions as Councillors or Board Members. Council and Board Members will, at all times, refrain from behaviour that may be perceived to be Bullying of staff including behaviour exhibiting intimidation and coercion.
- 5.13 Requests for information shall be directed through the CAO or his/her designate in accordance with Village policies.
- 5.14 Councillors and Board Members will treat all members of Administration and the public with professionalism, courtesy and respect.

- 5.15** Councillors and Board Members will treat all individuals in good faith and without bias and shall not discriminate against any person on the basis of:
- 5.15.1** differences in personal opinions; or
 - 5.15.2** race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.
- 5.16** It is recognized that it is the sole responsibility of the CAO to hire, discipline and terminate staff and that all information pertaining to staff employment matters is considered confidential. No member(s) of Council or a Board or a Board, either as an individual or as group, shall interfere with the CAO's role in the hiring, disciplinary action or termination of any staff member by way of coercion, persuasion, threats, intimidation, Bullying or any other form of influence, The CAO shall immediately report any incident of this nature to Council as a whole during an in camera meeting.

Attendance at Orientation and Other Training

- 5.17** Unless excused by Council, Elected Officials are expected to attend:
- 5.17.1** orientation at the start of each Council term; and
 - 5.17.2** any training organized at the direction of Council or mandated by the Province of Alberta.
- 5.18** Councillors may attend training/conferences of their choosing so long as there is budget available within the Elected Officials Training account.

Pecuniary Interest

- 5.19** It is the Councillor's or Board Members' personal responsibility to review and understand the Pecuniary Interest provisions of the Act.
- 5.20** The decision with respect to whether or not the Councillor or Board Member may have a Pecuniary Interest is the individual Councillor's or Board Member's decision to make.
- 5.21** It is the individual responsibility of each Councillor or Board Member to seek independent legal advice, at his or her own expense, with respect to any situation that may result in a Pecuniary Interest.
- 5.22** If Councillor or a Board Member believes that he/she may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council, he/she shall strictly adhere to the Pecuniary Interest provisions under the Act.
- 5.23** Where a Councillor or a Board Member believes that he/she may have a Pecuniary Interest in a matter before council, he/she should notify the Mayor or Chair of the meeting, before the matter is considered that the Councillor or Board Member has a Pecuniary Interest in the matter.
- 5.24** The decision with respect to whether or not the Councillor or Board Member may have a Conflict of Interest is the individual Councillor's or Board Member's decision to make.

VILLAGE OF INNISFREE - COUNCIL CODE OF CONDUCT BYLAW 657-20

- 5.25** Receipt of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts, having an estimated value under One Hundred (\$100) Dollars. Councillors and Board Members shall provide a written declaration to Council detailing the acceptance of any gifts including the estimated value and donor or the gift.
- 5.26** While token and minor gifts can be accepted by Councillors and Board Members, substantial or material gifts should either be rejected by Councillors and Board Members or accepted on behalf of Council for the Board and donated to a non-profit organization, that is not associated with the Councillor or Board Member.
- 5.27** This Bylaw does not apply to gifts donated to the Village of Innisfree community nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor or Board Member and that are not related to any particular transaction or activity of the Village of Innisfree or decision by Council.
- 5.28** Councillors and Board Member shall not engage in any activity that is incompatible or inconsistent with the ethical discharge of a Councillor's or Board Member's duties and obligations as a Councillor or Board Member in the Village of Innisfree.

Bias

- 5.29** A Councillor or Board Member shall be free from Bias with respect to any matter that requires a decision of Council or a Board.
- 5.30** Councillors or Board Members may attend open houses or exchange communication with potential Applicants, Developers and Special Interest Groups prior to the submission of a Development application being submitted to the Village of Innisfree and should:
- 5.30.1** state that any opinions expressed by the Councillor or Board Member are personal and do not in any way represent Council or the Board's possible opinion or ultimate decision with respect to a potential Development;
 - 5.30.2** make it clear to potential Applicants, Developers or Special Interest Groups that the Councillor or Board Member can provide only general information on the Development application process but cannot give definitive advice about the Development's chance of success;
 - 5.30.3** suggest that the Applicant, Developer or Special Interest Group seek independent professional advice; and
 - 5.30.4** if applicable, encourage potential Applicants, Developers or Special Interest Groups to seek preliminary information on their Development proposal by utilizing the pre-application process with Administration.
- 5.31** After a Development Permit Application has been filed with the Village of Innisfree, where Council or a Board will have a decision-making role in the Development approval process or where a Councillor or Board Member is a member of the Subdivision and Development Appeal Board and the matter may be appealed, Councillors and Board Members should not meet with the Applicants, Developers or Special Interest Groups to discuss the Development prior to the public hearing, formal consideration of the Development application by Council, Board or appeal hearing and decision being issued by Council, the Board or the Subdivision and Development Appeal Board.

- 5.31.1 All Development inquiries should be directed to Administration.
- 5.31.2 Any information forwarded by an Applicant, Developer or Special Interest Group to a Councillor or Board Member with respect to a pending Development Application should be forwarded to the CAO, who will record the information received and determine what further distribution or disclosure of the information is required.
- 5.31.3 In the event that a Development Application should proceed to any type of court proceeding, no meeting between Councillors, Board Members, Applicants, Developers or Special Interest Groups should take place.

Use and Disclosure of Information

- 5.32 Councillors and Board Members shall not use information gained through their position on Council or a Board for any private or personal benefit or gain.
- 5.33 Councillors and Board Members shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25, and any amendments thereto, with respect to the access to, gathering, use and disclosure of information.
- 5.34 Councillors and Board Members shall not release, disclose, publish or comment on confidential information including any information received during an “in camera” meeting until such information is disclosed at a public meeting as part of an approved agenda. This obligation continues in perpetuity.
- 5.35 Councillors and Board Members shall not release information that is subject to solicitor-client privilege unless expressly authorized by Council, the Board or required by law to do so.
- 5.36 Councillors and Board Members shall not misuse confidential information that they have knowledge of by virtue of their position as an Elected Official or Board Member that is not in the public domain, including emails and correspondence from other Elected Officials, Board Members or third parties such that it may cause harm, detriment or embarrassment to the Village of Innisfree, Council, other Elected Officials, a Board or other Board Members, Administration, members of the public or third parties.

Representations on Behalf of the Village or Board

- 5.37 Public or media statements or the release of information conveying the Village of Innisfree’s position or decisions on matters made by the Council will only be communicated by the Mayor, or in his absence the Deputy-Mayor, or in the absence of both the Mayor and Deputy-Mayor the Acting Mayor.
- 5.38 Public or media statements or the release of information conveying a Board’s decision or decisions on matters made by the Board will only be communicated by the Chair, or in his absence the Vice-Chair, or in the absence of both the Chair and Vice-Chair, the Acting Chair.

6. Harassment/Sexual Harassment/Violence-Free Workplace

- 6.1 Village of Innisfree Councillors and Board Members are required to read and strictly adhere to the “Village’s Respectful Workplace Policy.”
- 6.2 Village of Innisfree Councillors and Board Members agree and commit to the following principles:

- 6.2.1 prevention of harassment, sexual harassment and violence in the workplace and promotion of a harassment/sexual harassment/violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of harassment, sexual harassment or violence committed by or against any Councillor or Board member is unacceptable and such conduct will not be tolerated.
 - 6.2.2 attend educational or training sessions;
 - 6.2.3 addressing all incidents of harassment/sexual harassment/violence individual Councillors or Board Members witness or are made aware of;
 - 6.2.4 ensuring incidents of harassment, sexual harassment and violence are investigated in an objective and timely manner;
 - 6.2.5 taking necessary action in response to such incidents; and
 - 6.2.6 providing appropriate support for complainants.
- 6.3 Whereas many problems encountered in the workplace arise from unintentional miscommunication or misunderstanding, Councillors, Board Members and Administration are encouraged to resolve differences through direct communication and with the least formality possible. When direct communication fails or if the issue is of a more serious nature, either party is encouraged to advise:
- 6.3.1 in the case of Council, the Mayor (or Deputy-Mayor if the Mayor is involved);
 - 6.3.2 in the case of a Board, the Chair (or Vice-Chair if the Chair is involved);
 - 6.3.3 in the case of an employee, the CAO (or Council if the CAO is involved.) In a situation arising from a complaint regarding an employee, it is the CAO who is ultimately responsible for any resulting investigation.

Should there be no resolution; the complainant may choose to follow the complaint procedure laid out in Section 6.9.

Harassment/Sexual Harassment

- 6.4 Council is committed to discouraging behaviours that create an unproductive and/or poisoned environment.

Violence

- 6.5 Acts of Violence can take the form of physical contact or the threat of violence, either overt or covert. Abuse in any form erodes the mutual trust and confidence that are essential to the Village's operation effectiveness. Acts of violence destroy individual dignity, lower morale, create fear and break down work unit cohesiveness.
- 6.6 Acts of Violence may occur as a single event or may involve a continuing series of incidents. Violence can involve both men and women and may be directed by or towards Councillors, Board Members, Village Administration, customers and members of the general public.
- 6.7 An incident involving workplace violence constitutes an accident that has the potential of causing serious injury to a worker pursuant to the *Occupational Health and Safety Act*. As a result, the Village must investigate the incident and prepare and maintain a report.

Investigations

- 6.8** A complaint alleging a breach of the Code of Conduct may be made by a Councillor, member of Administration or a member of the public.
- 6.9** A complaint must be filed in writing either by mail, email or facsimile and shall contain the following information:
- 6.9.1** the name of the complainant;
 - 6.9.2** the nature of the alleged complaint; and
 - 6.9.3** name of any witnesses to the incident.
- 6.10** An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur or has already occurred. This will be determined by Council weighing of the seriousness of the alleged action and the determination of whether the Code of Conduct has jurisdiction over the alleged incident. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances. The method of investigation is to be determined by Council. Both parties to the investigation will be advised of the decision to pursue an investigation within five (5) business days after the receipt of the complaint.
- 6.11** Investigations will be carried out in accordance with the following:
- 6.11.1** incidents will be investigated as promptly as possible;
 - 6.11.2** only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face and provided an opportunity to answer the same. The respondent will be notified of the complaint within five (5) working days of receipt of the complaint and will be given five (5) working days to respond to the complaint in writing wither by mail, email of facsimile.
 - 6.11.3** individuals with knowledge of the incident will be encouraged not to discuss the details with others; and
 - 6.11.4** the safety of the complainant will be a paramount consideration throughout the investigation process.
- 6.12** With respect to any alleged breach of the Code of Conduct by a Councillor or Board Member, where found to be warranted by a majority of Councillors, a third party investigator may be brought in to conduct the inquiry.
- 6.13** With respect to an alleged breach of the Code of Conduct by the CAO, a third party investigator will be brought in to conduct the inquiry.
- 6.14** Should a complaint filed under this Section 6 be found to be valid, Council will meet as a whole to determine what censure under Section 7 is appropriate to the nature of the breach.

Elected Officials, Board Members and employees are responsible for cooperating with investigations and respecting the confidentiality related to the investigation process.

No Elected Official or Board Member shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process.

7. Bylaw Compliance

- 7.1** Elected Officials and Board Members shall strictly comply with the Code of Conduct Bylaw.
- 7.2** Elected Officials and Board Members shall report violations of the Code of Conduct Bylaw using one or more of the following options:
- 7.2.1** An Elected Official or Board member who perceives or is aware of a violation of the Code of Conduct may speak directly with the person;
 - 7.2.2** Elected Officials may discuss concerns of a violation of the Code of Conduct with the Mayor or Deputy Mayor.
 - 7.2.3** Board Members may discuss concerns of a violation of Code of Conduct:
 - 7.2.3.1** with the Chair or Vice-Chair in event the Chair or Vice Chair is an Elected Official; or
 - 7.2.3.2** with the Mayor in the event the Chair or Vice-chair is not an Elected Official.
 - 7.2.4** Where a situation warrants, Elected Officials and Board Members may report the concern to the whole of Council in an in camera session at a meeting of Council. An inquiry and/or investigation will be undertaken as directed by council and may result in:
 - 7.2.4.1** private verbal or written warning;
 - 7.2.4.2** public verbal or written warning; and/or
 - 7.2.4.3** a Censure Motion (Section 8) as determined by Council in order to restore the accountability of the Office of Council.
- 7.3** Elected Officials shall uphold the law, establish by the parliament of Canada and the legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.4** Elected Officials shall respect the Municipality as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Municipality its bylaws, policies and procedures.
- 7.5** An Elected Official must not encourage disobedience of any bylaw, policy, or procedure of the Municipality in responding to a member of public as this undermines public confidence in the Municipality and the rule of law.

8. Censure Motions

In determining an appropriate Censure Motion, Council should have some practical rationale for doing so in the interest of proportionality and fairness. Once a Censure Motion has been passed, only a motion of Council can rescind the Censure Motion unless the Motion was date specific.

Censure Motions by position are as follows:

Mayor

VILLAGE OF INNISFREE - COUNCIL CODE OF CONDUCT BYLAW 657-20

- 8.1 Restrict or limit the Mayor's power such as presiding over Council meetings and/or being a member of all Council Boards as set out in Section 154 of the Act.
- 8.2 Direct the Deputy-Mayor to assume the Mayor's official obligations and responsibilities including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 8.3 Redirect the Mayor's additional compensation for performing the above duties to the Deputy-Mayor as set out in Section 275.1 of the Act.
- 8.4 Restrict the Mayor from attending meetings as the Village's representative and acting as the Village's spokesperson.
- 8.5 Restrict the Mayor in his/her communications with Administration and third parties such as the Provincial and Federal governments and other municipalities.
- 8.6 Direct the Mayor to adhere to the statutory obligations under the Act and the Village's Council Code of Conduct Bylaw.
- 8.7 Restrict the Mayor from attending FCM, AUMA and/or other conferences.
- 8.8 Any other sanction or requirement Council may decide upon including but not limited to:
 - 8.8.1 a letter of reprimand addressed to the Mayor which may be published
 - 8.8.2 a request for the Mayor to issue a letter of apology which may be published;
 - 8.8.3 a requirement for the Mayor to attend training; and
 - 8.8.4 suspension or removal of the appointment of a Mayor as Elected Official under Section 150(2) of the Act.

Deputy Mayor:

- 8.9 Restrict or limit the Deputy-Mayor's power such as presiding over Council meetings when the Mayor is absent or presiding over any Boards of council and/or being a member of all Council Boards.
- 8.10 Direct one of the Councillors to assume the Deputy-Mayor's official obligations and responsibilities in the absence of the Mayor, including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 8.11 Restrict the Deputy-Mayor from attending meetings as the Village's representative and acting as the Village's spokesperson.
- 8.12 Restrict the Deputy-Mayor in his/her communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 8.13 Direct the Deputy-Mayor to adhere to the statutory obligations under the Act and the Village's Council Code of Conduct Bylaw.
- 8.14 Restrict the Deputy-Mayor from attending FCM, AUMA and/or other conferences.
- 8.15 Any other sanction or requirement Council may decide upon including but not limited to:
 - 8.15.1 a letter of reprimand addressed to the Deputy-Mayor which may be published;

VILLAGE OF INNISFREE - COUNCIL CODE OF CONDUCT BYLAW 657-20

- 8.15.2** a request for the Deputy-Mayor to issue a letter of apology which may be published.
- 8.15.3** a requirement for the Deputy-Mayor to attend training; and
- 8.15.4** suspension or removal of the appointment of a Deputy-Mayor as Chief Elected Official under Section 150(2) of the Act.

Councillors:

- 8.16** Restrict or limit the Councillor's power such as presiding over Council Committee meetings and/or being a member of all Council Committees;
- 8.17** Restrict the Councillor in his/her communications with Administration and third parties such as the Provincial or Federal governments and other municipalities;
- 8.18** Direct the Councillor to adhere to the statutory obligations under the Act and the Village's Council Code of Conduct Bylaw;
- 8.19** Restrict the Councillor from attending FCM, AUMA and/or other conferences;
- 8.20** Any other sanction or requirement that Council may decide upon including but not limited to:
 - 8.20.1** a letter of reprimand addressed to the Councillor which may be published;
 - 8.20.2** a request for the Councillor to issue a letter of apology which may be published;
 - 8.20.3** a requirement of the Councillor to attend training.
- 8.21** This Code of Conduct, or sanctions imposed under this Code of Conduct shall not prevent any Councillor from fulfilling the legislated duties of a councillor.
- 8.22** Nothing in this section restricts or attempts to countermand a Mayor's, Deputy-Mayor's or Councillor's legal right to challenge a decision by Council through established legal channels.

9. Severability:

- 9.1** Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

10. Enactment:

- 10.1** Bylaw 632-18 is hereby rescinded.
- 10.2** This Bylaw will take effect at the date of final passing thereof and rescind any previous Code of Conduct Bylaws of the Village of Innisfree.

READ A FIRST TIME THIS ____ DAY OF _____, 2020.

READ A SECOND TIME THIS ____ DAY OF _____, 2020.

AND WITH UNANIMOUS CONSENT OF COUNCIL, READ A THIRD TIME AND FINALLY PASSED THIS _____
DAY OF _____, 2020.

Mayor

Chief Administrative Officer

DRAFT

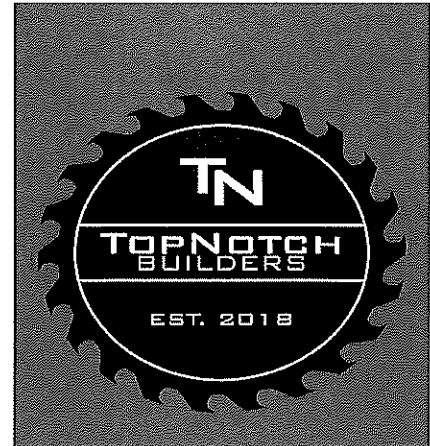
TopNotch Builders

Vegreville Ab
 (780)632-1314
TopNotchbuildersab@hotmail.com
 4225 49 St. Vegreville Ab T9C1B5

QUOTATION

DATE

VALID UNTIL



CUSTOMER INFO

Village of innisfree

DESCRIPTION OF WORK
Strip shakes on roof and half them away and then paper strap roof with 1x4s. Then sheath roof with brown metal including trims and foam closures.

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
Material	1	4,820.00	4,820.00
Labour	1	3,000.00	3,000.00
<i>Thank you for your business!</i>		SUBTOTAL	7,820.00
		GST	391.00
		TOTAL QUOTE	\$ 8,211.00

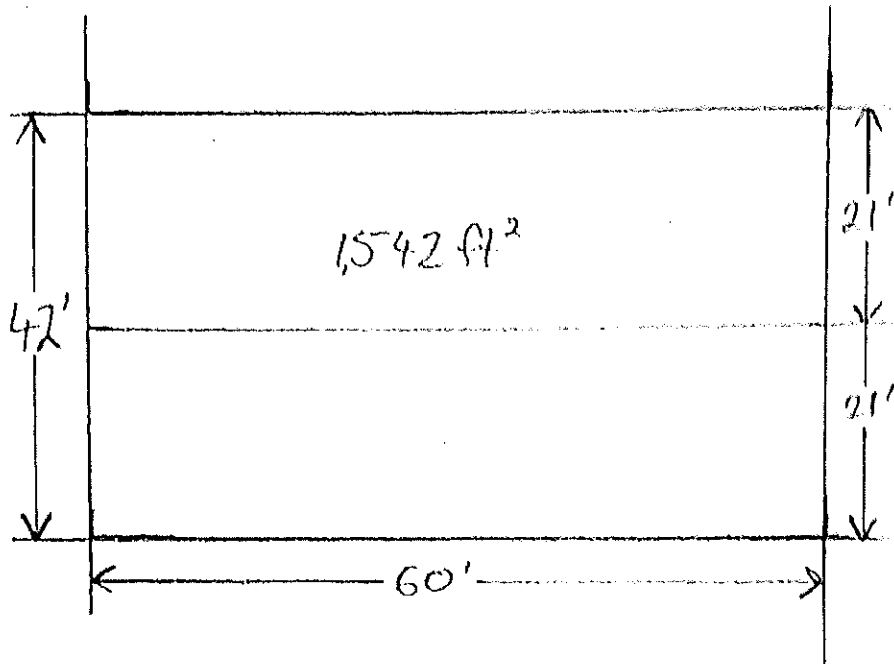
This quotation is not a contract or a bill. It is our best guess at the total price for the service and goods described above. The customer will be billed after indicating acceptance of this quote. Payment will be due prior to the delivery of service and goods. Please fax or mail the signed quote to the address listed above.

Customer Acceptance

X		
Signature	Printed Name	Date

If you have any questions, please contact Topnotchbuilders

Innisfree Camp Admin Office
 Kevin Meyer
 P.O. Box 56 Innisfree Ab. T0B2G0
 587-280-3388



asphalt 40 yr shingles

- 52 bundles shingles
- 3 bundles ridge
- 2 bundles leading edge
- 2 rolls Ice/water membrane
- 2 rolls synthetic felt
- 1 box coil roof nails
- Reroof, strip roof shakes
- 4" neoprene flashing

\$4,200.00

Tin metal 29 gauge

- strap perimeter and laterally every two feet with 1"x4"
- drip edge
- race or gable flashing
- ridge cap
- 4" plumbing flashing
- Reroof, strip required shakes to install 1"x4"

\$9,250.00

Prices include Tax

August 24, 2020

Town of Innisfree
Attn: Brooke Yaremchuk
PO Box 69 Stn Main
Innisfree AB
T0B 2G0

Re: Distribution Revenue Forecast for 2021 Franchise Fee

Dear Brooke Yaremchuk,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 14, 2020**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 11, 2020** in order to obtain AUC approval and commence billing the new fee effective January 1, 2021.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2020 Distribution Revenue	Estimated 2021 Distribution Revenue
5% of distribution revenue	20%	\$292,671	\$287,000 Estimated on first 6 months of data	\$303,000 Amortized (inflation index)

To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 587-217-5748.

Yours truly,

Nola Davis
 Customer Sales Representative
 ATCO Electric
 587-217-5748
 Nola.Davis@atco.com

August 20, 2020

RECEIVED

AUG 25 2020

Village of Innisfree
PO Box 69
Innisfree, AB
T0B 2G0

Attention: Brooke Magosse / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2021; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2021, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Village of Innisfree a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Village of Innisfree, this percentage is 25.00%.

In 2019, our Delivery Tariff revenue in the Village of Innisfree was \$96,051. Our forecast Delivery Tariff revenue for 2021 is \$106,036. Therefore, based on the current franchise fee percentage, the forecast 2021 franchise fee revenue would be \$26,509.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 509-2215 or Chance.Herring@atco.com.

Yours truly,



Chance Herring
Manager, Yellowhead Region
ATCO Natural Gas Division



Invoice

202 - 9440 49 Street NW
Edmonton, Alberta
T6B 2M9

Date	Invoice #
01/10/2020	2021.075

Phone #	587.525.6827
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Village of Innisfree Mayor Deborah McMann PO Box 69 Innisfree, Alberta T0B 2G0

		P.O. No.	
Description	Qty	Rate	Amount
Municipal Contribution January 1 to December 31, 2021 - Per Capita Funding Request	223	0.50	111.50
Thank you for your support		Total	\$111.50

GST/HST No. 890443419



RECEIVED

SEP 08 2020

202, 9440 49 Street, Edmonton, AB T6B 2M9 NSWA.AB.CA

September 1, 2020

Mayor Deborah McMann
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

RE: Municipal Contribution to NSWA

Dear Mayor McMann,

I am pleased to provide a copy of the North Saskatchewan Watershed Alliance (NSWA) 2019-20 Annual Report, which summarizes the projects and collaborative partnerships that NSWA has conducted in your watershed during the past year. This important work was accomplished thanks to the generous support of over 40 municipalities in our shared watershed. We would again appreciate positive consideration by your Council for a \$0.50 per capita contribution to NSWA for 2021.

In addition to financial contributions from individual municipalities, our non-profit alliance depends on an annual operating grant from the Government of Alberta and contributions from EPCOR. More information about the NSWA, our bylaws, finances and projects can be found online at www.nswa.ab.ca.

How your financial contribution benefits your community

In 2005, Alberta Environment appointed NSWA as the Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) basin under *Water for Life: Alberta's Strategy for Sustainability*. NSWA has made significant progress under this mandate, and in 2012 released an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River basin. This major undertaking provides advice and direction to protect the long-term supply and quality of water resources for future generations. IWMP implementation is now underway through strategic watershed partnerships with local municipalities and stewardship groups.

NSWA partners with individual municipalities and three sub-watershed alliances to assess local watershed conditions and issues, coordinate inter-municipal projects, and develop harmonized land policies to support long-term sustainability of watershed resources. NSWA also provides technical expertise, grant application support, consultant coordination and facilitation services for meetings and workshops.

NSWA Coordinated Sub-Watershed Project and Grant Summary

SUB-WATERSHED	MAJOR WATERBODIES	MUNICIPALITIES	PROJECTS
HEADWATERS	North Saskatchewan River Cline River Clearwater River Ram River Brazeau River Modeste Creek Strawberry Creek Wabamun Lake	Clearwater County Brazeau County Parkland County Leduc County Wetaskiwin County Town of Drayton Valley Town of Rocky Mountain House Town of Devon Town of Thorsby Village of Wabamun	<ul style="list-style-type: none"> • \$140,000 Alberta Water Resiliency and Restoration Program grant was used to map the health of riparian areas along the Modeste and Strawberry Creeks. This data will be used to conserve or restore high priority riparian areas that will provide greater flood/drought resistance, improve water quality and enhance wildlife habitat. The GIS data will be made accessible through an online web portal with information friendly format for the public and a detailed technical format for municipal planners. • The Wabamun Lake Watershed Management Plan is being finalized with involvement of local municipalities and lake stewardship groups
STURGEON RIVER	Sturgeon River Isle Lake Lac St. Anne Birch Lake Matchayaw Lake Sandy Lake Kilini Creek Riviere Qu'Barre Atim Creek Carrot Creek	Lac St. Anne County Parkland County Sturgeon County City of Edmonton City of St. Albert City of Spruce Grove Town of Stony Plain Town of Onoway Town of Morinville Town of Gibbons Summer Villages of Lac Ste. Anne County East	<ul style="list-style-type: none"> • \$512,000 from three provincial and federal grants was used to summarize information on: <ul style="list-style-type: none"> ○ surface water and groundwater hydrology ○ wetland and natural areas ○ water quality ○ fisheries habitat and aquatic life ○ riparian intactness ○ policy and planning tools for watershed protection • This information was used to complete a Sturgeon River Watershed Management Plan (2020) which provides guidance and actions to protect the watershed. • A \$200,000 Alberta Community Partnership Grant was received to implement priority action items from the Sturgeon River Watershed Management Plan in 2020-2023.



Connecting You to Watershed Resources

How can NSWA help your municipality with watershed issues?



- Growing concerns from residents related to local water issues
- Complex environmental regulations or guidelines
- Development pressures on local lakes, rivers, or creeks
- Poor lake or river water quality
- Loss of wetlands and other environmentally sensitive areas

COLLABORATIVE PARTNERSHIPS



We facilitate inter-municipal partnerships that address watershed issues

- Three municipally-led subwatershed groups: Headwaters, Sturgeon and Vermilion
- 40+ municipal partners both rural and urban
- Work closely with federal and provincial governments on watershed related issues

GRANT SUPPORT



NSWA has coordinated over \$3 million in grant funds for municipalities

- For every \$1 municipalities contribute, NSWA has been able to secure \$4.50 in grant funds
- Studies of water quality, riparian areas, and aquatic health issues
- Helping local landowners protect or restore wetland and riparian areas

EXPERTISE & PROJECT MANAGEMENT



NSWA staff have knowledge of municipal watershed issues

- Completed over 50 technical studies and management plans
- Contribute to provincial policy development
- Guided by the North Saskatchewan River Watershed Integrated Watershed Management Plan (2012)

EDUCATION & AWARENESS



We provide resources to help residents and council understand watershed issues

- Monthly newsletters highlighting watershed activities and resources
- Free Educational Forums held twice a year on key watershed topics
- Website with links to watershed information, presentations, and reports

Local Solutions for Local Issues

The **North Saskatchewan Watershed Alliance** is a non-profit organization designated by the Province of Alberta as a Watershed and Planning Advisory Council for the North Saskatchewan River watershed.

Learn more by visiting our website nswa.ab.ca



NSWA
NORTH SASKATCHEWAN
WATERSHED ALLIANCE

RECEIVED

SEP 08 2020



ANNUAL REPORT 2019-2020

MESSAGE FROM THE EXECUTIVE DIRECTOR

NSWA is celebrating *20 years of watershed leadership* this year and we are marking the occasion with many special initiatives.

- We shared over 700 copies of our special edition 2020 anniversary calendar which included stunning photographs of our 12 subwatersheds. There was such a high demand for them that we had to reprint them twice!
- A "Do you Remember?" section in our monthly newsletter that showcases important people and events in NSWA's 20 year history.
- Both NSWA Educational Forums this year will focus on "20 Years of Partnerships" and the successes of working collaboratively on watershed issues.

Our longstanding work will also be recognized at the 2020 **Alberta Emerald Awards** with NSWA being a finalist in the Non-Profit category for *20 Years of Watershed Management Excellence*.

A special thank you to the many staff members, board directors and supporters over the last 20 years who have made NSWA the great organization it is today.

Leah Kongsrude, Executive Director

NSWA STAFF



NSWA AGM June 2019

Back row, left to right: *Rachel Bootsma, Mary Ellen Shain, David Trew, Gord Thompson, Ellen Cust*

Front row, left to right: *Leah Kongsrude, Addison Brown, Billie Milholland, Elisa Brose, Mara Erickson, Michelle Gordy*

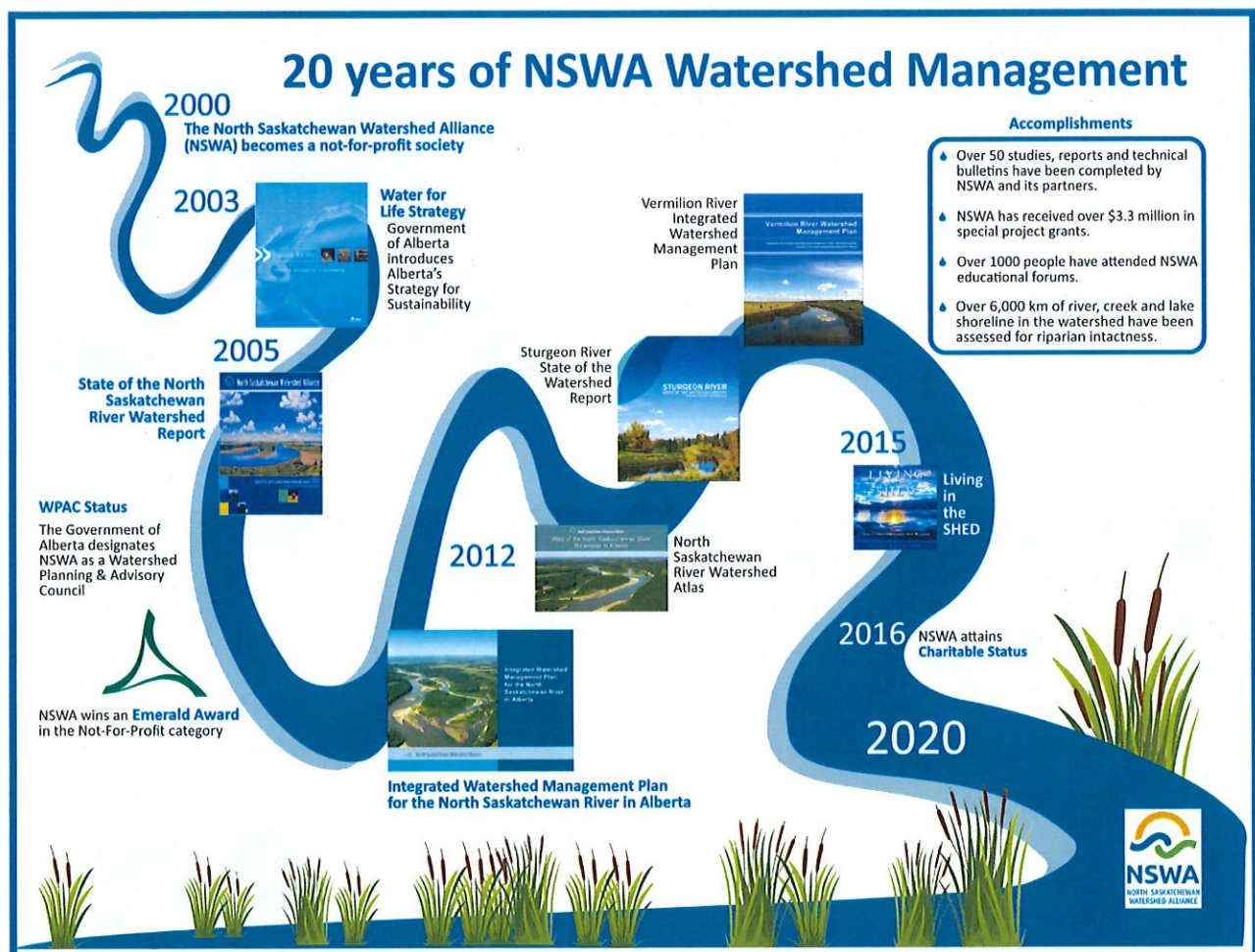
A BRIEF HISTORY OF NSWA 2000 TO 2020

In the late 1990's, **EPCOR, TransAlta, Trout Unlimited, Agriculture and Agrifood Canada** and the **City of Edmonton** were all working on initiatives related to the health of the North Saskatchewan River. In 1997 they amalgamated to form the *North Saskatchewan Watershed Alliance*. In 2000 NSWA became a registered non-profit society.

The NSWA became the designated Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) in 2005, two years after the Alberta ***Water for Life Strategy*** was adopted by the province.

The NSWA produced the ***State of the Watershed*** report in 2005 and the ***Integrated Watershed Management Plan*** in 2012. In total, NSWA has completed over 50 studies and published the *North Saskatchewan River Watershed Atlas* and the book *Living in the Shed*.

NSWA has provided a forum for sharing knowledge and collaborating on issues affecting the North Saskatchewan River watershed in Alberta for 20 years.





Collaborative partnerships are the core to successful watershed planning for the NSWA. Our strong relationships with **government agencies, municipalities, industry, non-governmental organizations** and **watershed stewardship groups** provide us with the ability to align our work with our key stakeholder's watershed issues and projects.

COLLABORATIVE PARTNERSHIPS

HEADWATERS ALLIANCE	STURGEON RIVER WATERSHED ALLIANCE	VERMILION RIVER WATERSHED ALLIANCE	LAKE PARTNERSHIPS
<ul style="list-style-type: none"> • Brazeau County • Clearwater County • Leduc County • Parkland County • Wetaskiwin County • Town of Devon • Town of Drayton Valley • Town of Rocky Mountain House • EPCOR 	<ul style="list-style-type: none"> • Lac Ste Anne County • Parkland County • Sturgeon County • City of Edmonton • City of St. Albert • City of Spruce Grove • Town of Gibbons • Town of Morinville • Town of Onoway • Town of Stony Plain • Village of Alberta Beach • Summer Villages of Lac Ste Anne & County East • Alexander First Nation • Alexis Nakota Sioux Nation • Metis Nation of Alberta • Big Lake Environmental Support Society • Alberta Conservation Association • Wagner Natural Area Society • Alberta Environment and Parks 	<ul style="list-style-type: none"> • Beaver County • Lamont County • County of Minburn • County of Two Hills • County of Vermilion River • Town of Two Hills • Town of Vegreville • Town of Vermilion • Village of Holden • Village of Marwayne • Agriculture and Agri-Food Canada • Alberta Environment and Parks • Alberta Drainage Council • Alternative Land Use Services Canada • Ducks Unlimited Canada • Holden Drainage District • Lakeland College 	<ul style="list-style-type: none"> • Parkland County • Strathcona County • Antler Lake Stewardship Committee • Hubbles Lake Stewardship Society • Jackfish Lake Management Association • Lake Isle Lac Ste Anne Stewardship Association • Mayatan Lake Management Association • Wabamun Watershed Management Council • Wizard Lake Watershed and Lake Stewardship Organization • Lakes of Parkland County Group • Alberta Lake Management Society (ALMS) • Alberta Environment and Parks

<p><u>SUBWATERSHED ALLIANCES:</u> 33 Municipalities 11 Non-governmental Groups 5 Government Agencies</p>	<p>PROVIDED OVER 1000 IN-KIND HOURS</p>
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The NSWA has been working with 12 municipalities in the Sturgeon River subwatershed to develop the **Sturgeon River Watershed Management Plan** that will address local watershed issues with local solutions.

The **SRWA** includes a Steering Committee of elected officials and a Technical Advisory Committee of municipal staff, non-governmental organizations and technical experts.

STURGEON RIVER PROJECTS

Several key studies on the Sturgeon River Watershed were completed in 2019-2020:

- *Sturgeon River Watershed Management Plan* (March 2020)
- *Sturgeon River Watershed Recommendations for Planning Alignment* (February 2020)
- *Strategic Priorities to Improve Sturgeon River Watershed Resiliency* (July 2019)

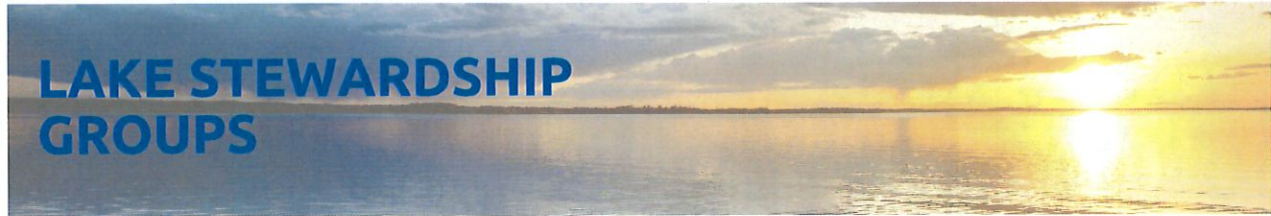
The SRWA received a \$200,000 Alberta Community Partnership Grant for implementation of the Watershed Management Plan.



WATERSHED MANAGEMENT PLAN

The SRWA completed a draft of a watershed management plan for the Sturgeon River watershed in January 2020. The watershed management plan includes **six outcomes**:

- **Policies and Plans** are well-informed and align to support a healthy watershed.
- All residents have access to **safe, secure drinking water** supplies, whether they are on public or private systems or draw from surface or groundwater.
- **Aquatic Ecosystems**, including our rivers, lakes, wetlands and other water bodies, are healthy.
- The importance of water quantity is recognized and **reliable, quality water supplies** are available for people, livestock and a sustainable economy.
- **Wise land use** ensures the cumulative effects of growth and development are mitigated, the land is resilient to climate change and individuals and communities are well prepared for flood and drought events.
- **Residents and stakeholders** support the Sturgeon River Watershed Management Plan and are willing to participate in local and regional initiatives to improve watershed health.



LAKE STEWARDSHIP GROUPS

The important partnerships the NSWA has with Watershed Stewardship Groups under the Water for Life Strategy is reflected in our work with many lake groups.

FUTURE OF LAKE MANAGEMENT

The NSWA has over 680 named lakes in our watershed and many are under increased development and recreation pressures. The NSWA is reviewing **who, what, where and how** lake management has evolved in our watershed .

We are working with the Alberta Environment and Parks, Alberta Lake Management Society (ALMS) and other groups to identify opportunities for alignment and collaboration on lake management issues.

A good example of collaboration is the development of the **Lakes of Parkland County** group (*Hubbles, Isle, Jackfish, Lac Ste Anne, Mayatan, Wabamun and Wizard Lakes*). These Watershed Stewardship Groups are discussing the benefits of working together to share knowledge and resources.

LAKE STEWARDSHIP RESOURCES

NSWA works with Alberta Environment and Parks, ALMS and the Land Stewardship Centre to share lake stewardship information and support.

NSWA staff attended the **2019 ALMS Workshop** at Lake Chestermere to share our lake knowledge, learn more about lake issues across Alberta and enjoy a kayak outing with fellow attendees.

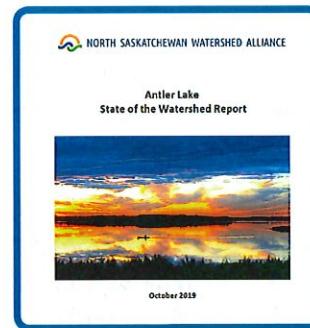


Paddlers on Lake Chestermere

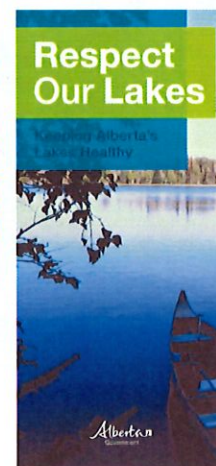
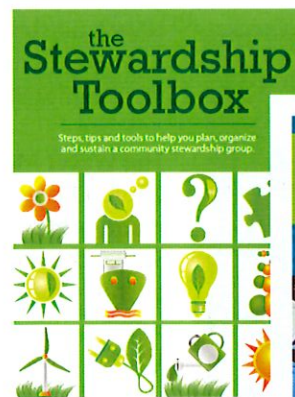
LAKE MANAGEMENT STUDIES

NSWA has been facilitating the development of the **Wabamun Lake Watershed Management Plan** with a Steering Committee consisting of:

- Local Lake Stewardship groups
- Municipalities
- NSWA
- Alberta Environment and Parks



The NSWA completed the **State of the Watershed Report for Antler Lake**. The NSWA will sharing the report with the Antler Lake Stewardship Committee and Strathcona County to highlight the findings of the report.



North Saskatchewan Expanded Riparian Assessment Project

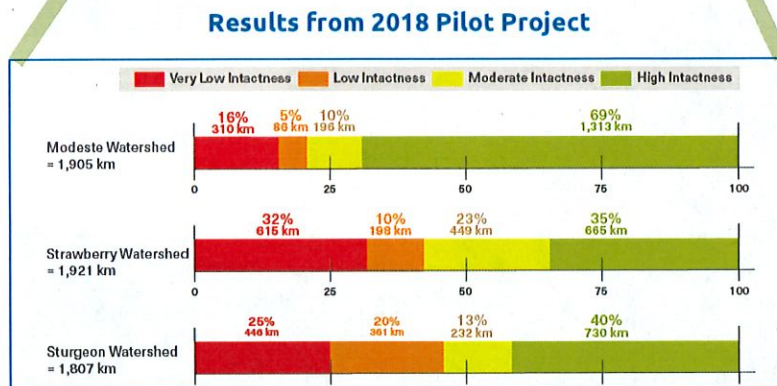
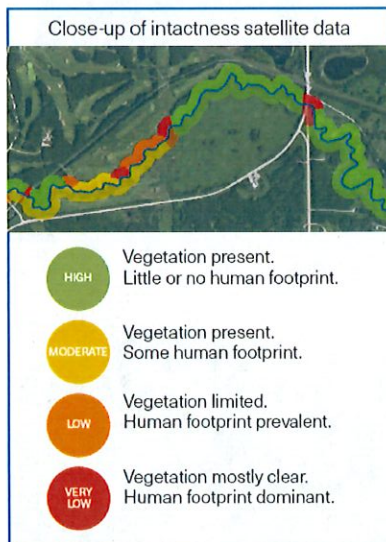
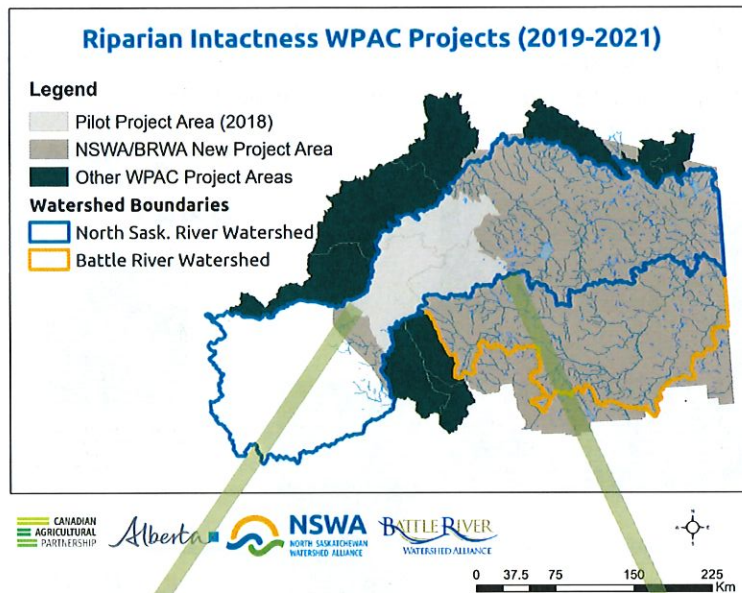
In 2018, a **new riparian assessment method** piloted in the Modeste subwatershed provided a detailed review of over 1800 kilometers of shorelines. This assessment provides a high level overview of the intactness and pressure on riparian systems for large areas. This method was also used in the Strawberry and Sturgeon subwatersheds in 2019 and a total **over 6000 kilometers** was assessed.

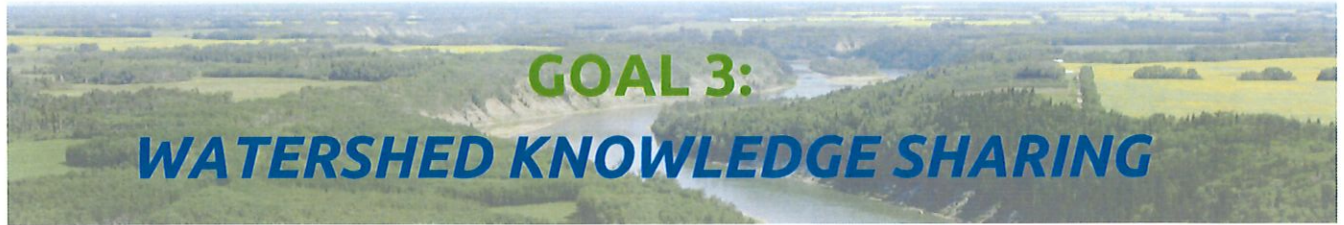
The NSWA received a \$500,000 grant from the Canadian Agricultural Partnership program to expand the riparian assessment of the watershed into an **additional five subwatersheds**:

- *Beaverhill*
- *White Earth*
- *Vermilion*
- *Frog*
- *Monnery*

NSWA is partnering with the **Battle River Watershed Alliance** to maximize use of resources and expertise. Once the assessment is complete the project will also include stakeholder workshops on how to use this new information.

Three adjacent Watershed Planning and Advisory Councils are also proposing to use the new method including the Athabasca, Beaver and Red Deer councils.





The NSWA is a key resource for watershed information on the North Saskatchewan River watershed and focuses its communications efforts on strategic issues with its key stakeholders. We align and compliment the communications efforts of Alberta Environment and Parks, Watershed Planning and Advisory Councils and other watershed organizations to reinforce watershed knowledge and stewardship messages.

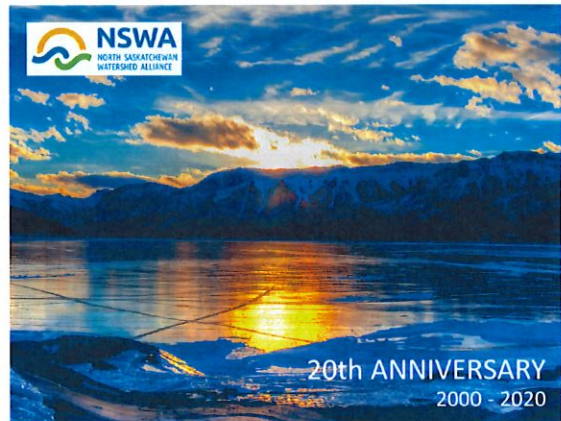
NSWA WEBSITE



The NSWA website averages 800 visits per month

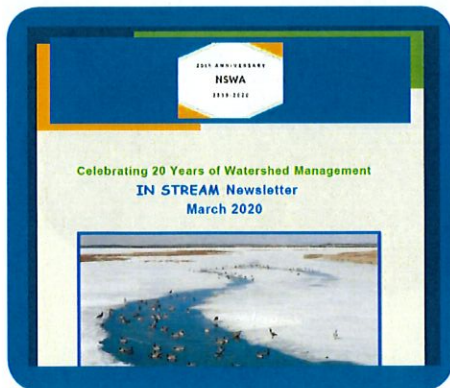
20TH ANNIVERSARY CALENDAR

NSWA published a special anniversary calendar for 2020 with **watershed photos and information**, and distributed it to members and new MLAs in the watershed.



MONTHLY NEWSLETTERS

Our newsletters keep over **750 subscribers** informed of watershed news and upcoming events.



SOCIAL MEDIA

Twitter: 2536 followers
Facebook: 830 followers
Linked In: 504 connections
Instagram: 202 followers



Over 1100
people have
attended
NSWA Forums
since 2013

EDUCATIONAL FORUMS

In 2019-2020 NSWA held two educational forums:

- *Drinking Water Protection - Successes and Challenges* (October 2019)
- *20 Years of Progress in Watershed Management - Celebrating Partnerships* (February 2020)

NSWA continues to receive very positive feedback on our forums and will continue to use input from attendees to select watershed topics. All forum presentations are posted on the NSWA website.



EPCOR Watershed Model



NAIT students and instructors attend October 2019 Forum

WATERSHED EVENTS

In 2019, NSWA designed a **tent for outreach events** which features a map of the watershed, diagrams explaining 'what is a watershed', and subwatershed information.

With the help of two summer students, Rachel and Addison, NSWA attended over **26 events**, and visited over **17 communities** in 2019-2020 including :

- *EPCOR's Riverfest - Edmonton*
- *Clean and Green Riverfest - St. Albert*
- *Canada Day -Fort Saskatchewan*
- *River Revival Tree Planting - Vegreville*
- *Rodeo Promenade - Tofield*
- *Pioneer Days - Gibbons*
- and many more events!

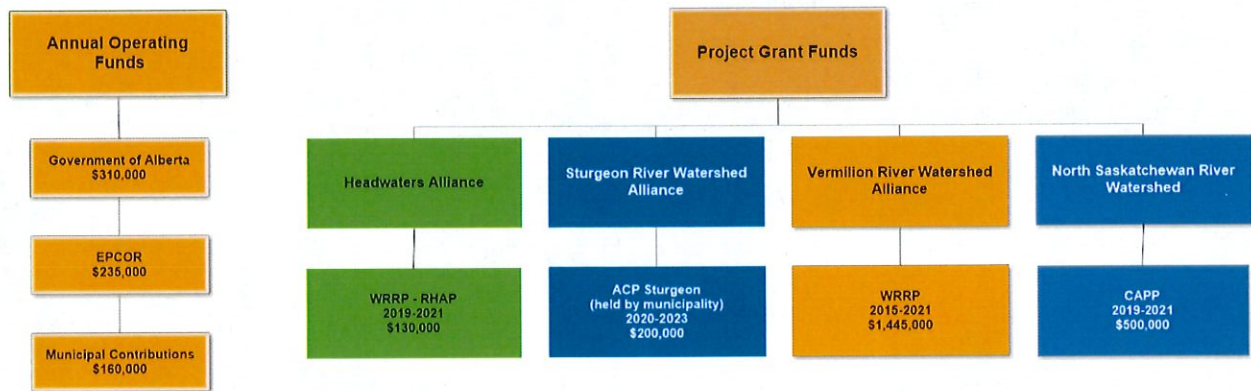


River Revival Tree Planting- Vegreville

FUNDING SOURCES

The NSWA applies for grants from **Federal and Provincial government programs** for watershed project specific work such as technical studies and on-the-ground restoration projects. Over **\$3.0 million** worth of grants have been awarded to the NSWA in the last five years.

You can find a full copy of the NSWA 2018-2019 Audited Financial Statement on our website www.nswa.ab.ca



WRRP - Watershed Resiliency and Restoration Program
 ACP- Alberta Community Partnership
 CAPP - Canadian Agricultural Partnership Program
 RHAP - Riparian Health Action Plan



PHOTO CREDITS:

Cover Page: *View from Goat Road*, Bill Trout, Images Alberta
 Pages 7, 12, 15, 18 : Airscapes
 Page 6: *Canola Field*, Karen Albert, Images Alberta
 Page 9: *Bridge over Sturgeon*, Karen Albert, Images Alberta
 Page 9: *Lac Ste Anne Sunset*, Bill Trout, Images Alberta
 Page 9: *White Admiral*, Roger Kirchen, Images Alberta
 Page 10: *River Bend*, Bill Trout, Images Alberta

Page 11: *Lac Ste Anne sunset*, Bill Trout, Images Alberta
 Page 12: *NSR Flood*, Bill Trout, Images Alberta
 Page 14: *Aurora over Chickakoo*, Bruce T. Smith, Images Alberta
 Page 19: *From Bridge by Waskatenau*, Steve Ricketts, Images Alberta
 Back Cover: *Clifford E. Lee Nature Preserve*, Bill Trout, Images Alberta
 Other photos: NSWA



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info@nlls.ab.ca

Aug 26, 2020

On behalf of Northern Lights library system executive committee, please be advised that Ms Julie Walker is no longer with our organization.

In the interim please direct any work inquiries to our interim acting director Terri Hampson thampson@nlls.ab.ca 780-724-2596 ext 2110.

If you need any other assistance, please do not hesitate to contact me at 780-573-1926. Or email vlefebvre@coldlake.com or gillesvicky74@gmail.com. I check my personal email several times a day.

A handwritten signature in black ink, appearing to read "Vick Lefebvre". The signature is fluid and cursive, with a long, sweeping underline.

Vick Lefebvre – Board Chair

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

August 18, 2020 – September 15, 2020

Administration

- **Finances:**
 - **Year end**
 - i. Council has been presented the 2019 Financial Statements and Financial Information Returns from our auditors.
- **Events:**
 - No events scheduled at this time.
- **Municipal Accountability Program**
 - Administration spent the morning of September 8, 2020 going through the Municipal Accountability Program with Municipal Affairs. Our meeting went very well, and Council will be provided a report by the next regular Council meeting.
- **Canada Summer Job's Program**
 - Our temporary summer employees have completed their job placements for 2020. The Village has received our funding from the Federal Government and will continue to apply in future years.
- **Grant Funding (FGTF & MSP)**
 - **Federal Gas Tax Fund:** Administration has applied for Sidewalk Replacement and Rehabilitation for the years 2020, 2021, 2022, 2023 and 2024. Also, administration has applied to have a Pedestrian Crosswalk/Stop Light and a Speed Radar Sign, to be installed near the school, to help keep our residents, visitors, children, and workers safe.
 - **Municipal Stimulus Program:** The Village has been allocated \$50,000.00 to sustain and create local jobs, enhance provincial competitiveness and productivity, position communities to participate in future economic growth and reduce municipal red-tape to promote job-creating private sector investment. Administration has applied for the Village Administration Office to have the following work done (in compliance with the program guidelines):
 - i. Painting of refinishing of building components
The outside of the Village Office needs to be sanded and re-stained to extend its useful life.

Administration would also like to replace the carpet in the building and install new flooring. The carpet is coming apart in spots, which has now created a tripping hazard.

- ii. Substantial reconstruction of interior of the building
*The Village would like to have the front counter re-designed to accommodate those in wheelchairs, seniors, etc.
The Village would also like proper (safe) shelving the back room/in office. Currently are shelves are being held by cinderblock and cardboard boxes.*

Public Works

- **Innisfree Campground Cleanup & Inventory**

Cleanup has started at the campground. Some tasks that are currently on going are:

- Removal of wooden posts along pathways;
Posts were quite difficult to remove. Administration advised Public works to hold off on this task for the time being.
- Replacement of woodshed;
Will be moving large bin to the park before end of September.
- Office roof repairs:
Contractor to be selected – September 15, 2020 Council Mtg.
- Sign Replacement: and
Administration has an idea of what signs may need to be replaced/installed. Administration may hold off until early next year to order and install (before opening of campground).

2020 Village Project List:

- Flooding Mitigation & Culvert Installation (*to be completed by Mid-October*);
- Installation of Barrier Free Ramp (*Construction currently taking place.*);
- Demolition of Old Public Works Building (End of September);
- Replacement of Fire Hydrant (postponed to next year);
Administration and Public Works have decided to replace this hydrant next year. Hydrant is in working condition and can be used for the time being.
- Stop Sign Replacement (by end of September)

Bylaw Enforcement

- Bylaw enforcement is still on going.
- To date we have caught 2-3 skunks (if not more).

- Public Works is continuing to attempt trap stray cats. However, we are having no luck. Public works continues to try new techniques to lure the stray cats (different food, new locations, etc.).

Upcoming Events:

- September 23-24, 2020 – Virtual AUMA Conference
- October 12, 2020 – Thanksgiving Monday (Office Closed)
- October 20, 2020 – Organizational/Regular Council Meeting

ACTION LIST

- See page 4.

ACTION LIST

MOTION #	TITLE	DEPARTMENT	Details:
2019-04-23/04	Solar Ninja's Quote Dated June 29, 2018	Admin/Council	Council has advised that we wait until further notice.
2019-11-19/05	Training – Innisfree Fire Department	Admin	Training will take place from October 5-16, 2020. Public Works has informed administration.
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin	Waiting on County of Minburn. Feasibility Study is ongoing.
2020-01-14/03	Bylaw 646-20 – Amendment to Land Use Bylaw	Admin	Public Hearing will take place on October 20, 2020. Advertisement will take place in the October 6 th and October 13 th issue of the Vegreville News Advertiser as well as Village Website/Social Media.
2020-04-21/18	2020 Proposed Utility Rates	Admin	May be presented at the October/November Council Meeting to be effective for 2021.
2020-07-21/06	Request for Quotes – Demolition of Old Public Works Building	Admin	ETA – September 15, 2020
2020-07-21/08	Request for Quotes – Barrier Free Ramp: Administration Building	Admin	Estimated Completion Date: September 30, 2020.
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Estimated completion date: October 15, 2020.
2020-07-21/15	Fire Hydrant Replacement – Corner of 49 Avenue and 51 Street	Admin	Postponed until next year.



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
TAXATION			
1-00-00-110	Taxes Residential	175,000.00	167,796.62
1-00-00-111	Taxes Non-Residential	50,000.00	46,938.72
1-00-00-112	Taxes M & E	1,800.00	1,817.35
1-00-00-190	Taxes Linear	20,750.00	25,184.67
1-00-00-230	Taxes Federal GIL	900.00	892.31
1-00-00-321	ASFF Residential Levy	26,500.00	27,555.43
1-00-00-322	ASFF Non-Residential Levy	11,000.00	11,297.39
1-00-00-330	Seniors Housing Levy	1,900.00	1,841.98
*	TOTAL TAXATION	287,850.00	283,324.47
REQUISITIONS			
2-00-00-321	ASFF Requisition Residential	36,700.00	15,670.72
2-00-00-330	Seniors Foundation Requisition	1,900.00	0.00
*	TOTAL REQUISITIONS	38,600.00	15,670.72
**P	TOTAL TAX AVAILABLE FOR MUNICI	249,250.00	267,653.75
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	26,900.00	20,507.01
1-00-00-540	Franchise Fees - Natural Gas	23,500.00	18,315.48
1-00-00-541	Franchise Fees - Electricity	25,100.00	10,051.44
1-00-00-550	Bank Interest	3,700.00	1,830.51
1-01-00-590	Other Revenue Own Sources Invest	100.00	175.00
1-11-00-152	Council Health Benefit Cost Recovery	2,300.00	1,094.82
**	TOTAL GENERAL REVENUE	81,600.00	51,974.26
ADMIN REVENUE			
1-12-00-401	Sales Photocopies, Faxes, Services	975.00	539.00
1-12-00-430	Sales Hats, Pins, Promotional	25.00	0.00
1-12-00-560	Rental Revenue Adm	8,845.00	3,911.79
1-12-00-590	Other Revenue Own Sources Adm	5,630.00	1,141.33
1-12-00-840	Grants Conditional Provincial Adm	160,000.00	274,826.00
1-12-00-911	LTO Cost Recovery	250.00	250.00
**	TOTAL ADMIN REVENUE	175,725.00	280,668.12
FINE REVENUE			
1-21-00-530	Fines Police	0.00	500.00
**	TOTAL FINE REVENUE	0.00	500.00
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	14,500.00	7,175.19
1-23-00-415	Fire Dept Donations	300.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,500.00	15,547.53
**	TOTAL FIRE REVENUE	35,300.00	22,722.72



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
BYLAW REVENUE			
1-26-00-522	License Animal	450.00	420.00
1-26-00-523	Business Licenses	350.00	350.00
1-26-00-590	Fines Bylaw	150.00	425.00
** TOTAL BYLAW REVENUE		950.00	1,195.00
PUBLIC WORKS REVENUE			
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	825.00
1-32-00-560	PW Rental Revenue	200.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	8,662.50	0.00
** TOTAL PUBLIC WORKS REVENUE		10,312.50	825.00
STORMWATER REVENUE			
1-37-00-410	Stormwater Infrastructure Renewal	4,915.00	3,211.67
** TOTAL STORMWATER REVENUE		4,915.00	3,211.67
WATER REVENUE			
1-41-00-410	Water Consumption	40,020.00	25,235.04
1-41-00-411	Regional Water Fund	24,200.00	15,681.00
1-41-00-412	Water Base Fee	31,615.00	18,770.56
1-41-00-510	Penalties Water	2,445.00	1,349.12
** TOTAL WATER REVENUE		98,280.00	61,035.72
SEWER REVENUE			
1-42-00-410	Billings Sewer	35,870.00	23,382.39
** TOTAL SEWER REVENUE		35,870.00	23,382.39
SOLID WASTE			
1-43-00-410	Billings Garbage	48,920.00	31,339.31
1-43-00-411	Regional SWM Infrastructure Fee	18,650.00	12,102.10
** TOTAL SOLID WASTE		67,570.00	43,441.41
COMMUNITY REVENUE			
** TOTAL COMMUNITY REVENUE		0.00	0.00
LAND REVENUE			
1-61-00-522	Permits (Development, Subdivision)	125.00	0.00
1-61-00-840	Grants - Provincial	10,000.00	0.00
** TOTAL LAND REVENUE		10,125.00	0.00
RECREATION REVENUE			
1-72-00-590	Fees Park Grounds	18,000.00	0.00
** TOTAL RECREATION REVENUE		18,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
CULTURAL REVENUE			
1-74-00-415	Museum Donations	0.00	100.00
**	TOTAL CULTURAL REVENUE	0.00	100.00
***	TOTAL REVENUE	787,897.50	756,710.04
COUNCIL EXPENSE			
2-11-00-130	Employer Cont Source Dec=ductions	500.00	2.80
2-11-00-151	Fees Council	7,200.00	3,817.50
2-11-00-152	Benefits Council	1,965.00	1,459.76
2-11-00-211	Travel/Subsistence Council	1,000.00	167.52
2-11-00-212	Conventions/Seminars Council	2,500.00	725.00
2-11-00-274	Council Insurance	2,000.00	0.00
**	TOTAL COUNCIL EXPENSE	15,165.00	6,172.58
ADMIN EXPENSE			
2-12-00-110	Salaries & Wages Adm	62,466.00	40,704.79
2-12-00-111	Honorarium (Admin)	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	3,500.00	2,871.99
2-12-00-131	Employer Benefits Adm	11,200.00	15,706.46
2-12-00-135	Workers Compensation ADM	1,650.00	699.15
2-12-00-211	Travel/Subsistence Adm	1,050.00	0.00
2-12-00-212	Education Adm	1,000.00	260.00
2-12-00-215	Telecommunications	5,800.00	4,094.37
2-12-00-216	Postage & Freight	2,300.00	178.13
2-12-00-220	Membership Dues Adm	1,300.00	1,133.71
2-12-00-221	Advertising/Printing/Subscriptions Adm	10,000.00	4,004.76
2-12-00-230	Audit/Assessor Fees Adm	30,000.00	17,930.00
2-12-00-250	Contracted Services Adm	10,000.00	15,532.26
2-12-00-274	Insurance Adm	3,275.00	16,194.15
2-12-00-510	Goods & Services Adm	30,000.00	4,268.63
2-12-00-540	Utilities Heat Adm	1,600.00	1,085.70
2-12-00-541	Utilities Power Adm	2,500.00	1,574.81
2-12-00-810	Bank Charges Adm	1,520.00	1,036.24
2-12-00-911	Land Title Charges	750.00	630.00
2-12-00-995	Legal Expenses	35,000.00	22,237.32
2-12-00-770	Grants to Organizations Adm	300.00	0.00
**	TOTAL ADMIN EXPENSE	215,961.00	150,142.47
FIRE EXPENSE			
2-23-00-120	Salaries & Wages Fire	20,700.00	9,747.00
2-23-00-211	Travel & Subsistence Fire	500.00	0.00
2-23-00-215	Telecommunications Fire	2,900.00	2,331.26
2-23-00-217	Freight & Postage Fire	50.00	26.90
2-23-00-234	Training Fire	10,000.00	2,333.19
2-23-00-250	Contracted Services Fire	3,000.00	408.40
2-23-00-274	Insurance Fire	2,000.00	0.00
2-23-00-510	Supplies & Equipment Fire	15,000.00	12,408.40
2-23-00-540	Utilities Heat Fire	2,500.00	1,575.91
2-23-00-541	Utilities Power Fire	1,900.00	884.46
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
** TOTAL FIRE EXPENSE		62,550.00	29,715.52
 EMGERENCY SERVICE EXPENSE			
2-25-00-310	911 Requisition	1,430.00	1,427.20
** TOTAL EMGERENCY SERVICE EXPENS		1,430.00	1,427.20
 BYLAW EXPENSE			
2-26-00-221	Bylaw Advertising	600.00	0.00
2-26-00-222	Bylaw Enforcement Costs	500.00	0.00
2-26-00-510	Animal Control Goods & Services	250.00	0.00
** TOTAL BYLAW EXPENSE		1,350.00	0.00
 PUBLIC WORKS EXPENSE			
2-32-00-110	Salaries & Wages PW	26,460.00	17,046.43
2-32-00-111	Honorarium (PW)	750.00	0.00
2-32-00-115	Salaries & Wages Casual PW	17,325.00	9,240.00
2-32-00-130	Employer Contributions Source PW	2,500.00	1,575.29
2-32-00-131	Employer Benefits PW	3,500.00	3,435.94
2-32-00-211	Travel & Subsistence PW	100.00	0.00
2-32-00-215	Telecommunications PW	2,575.00	1,533.10
2-32-00-217	Freight & Postage PW	0.00	10.13
2-32-00-250	Contracted Services PW	20,000.00	397.90
2-32-00-270	CN Services PW	130.00	130.00
2-32-00-274	Insurance PW	5,200.00	0.00
2-32-00-510	Goods & Services PW	50,000.00	22,118.18
2-32-00-521	Fuel & Oil PW	7,200.00	3,970.83
2-32-00-540	Utilities Heat PW	1,675.00	1,302.76
2-32-00-541	Utilities Power (Street/Shop) PW	55,650.00	35,739.08
2-32-00-762	Transfer to Capital PW	9,500.00	0.00
** TOTAL PUBLIC WORKS EXPENSE		202,565.00	96,499.64
 STORM DRAINAGE EXPENSE			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	750.00	1,200.00
** TOTAL STORM DRAINAGE EXPENSE		750.00	1,200.00
 WATER EXPENSES			
2-41-00-110	Salaries & Wages Water	11,340.00	7,305.60
2-41-00-130	Employer Contributions Source Water	1,300.00	508.46
2-41-00-131	Employer Benefits Water	250.00	793.88
2-41-00-215	Telecommunications - Water	660.00	561.69
2-41-00-250	Contracted Services Water	7,350.00	4,718.07
2-41-00-274	Insurance Water	3,400.00	0.00
2-41-00-350	ACE Regional Water Purchase	60,500.00	36,009.63
2-41-00-510	Goods & Services Water	2,600.00	5,471.67
2-41-00-540	Utilities Heat Water Plant	1,510.00	1,017.37
2-41-00-541	Utilities Power Water Plant	6,160.00	3,847.47
2-41-00-840	750-Capital ACE Water Contribution	24,140.00	0.00
** TOTAL WATER EXPENSES		119,210.00	60,233.84



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	6,426.00	4,200.00
2-42-00-130	Employer Contributions Source Sewer	1,150.00	295.04
2-42-00-131	Employer Benefits Sewer	850.00	209.79
2-42-00-215	Freight/Phone/Postage Sewer	50.00	0.00
2-42-00-250	Contracted Services Sewer	1,700.00	0.00
2-42-00-274	Insurance Sewer	1,275.00	0.00
2-42-00-510	Goods & Services Sewer	30,000.00	2,240.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,175.00	3,395.19
2-42-00-762	Transfer to Capital Sewer	10,000.00	0.00
** TOTAL SEWER EXPENSE		56,626.00	10,340.02
GARBAGE EXPENSE			
2-43-00-110	Salaries & Wages Garbage	19,908.00	12,905.53
2-43-00-130	Employer Contributions Source Garbage	2,800.00	901.74
2-43-00-131	Employer Benefits Garbage	250.00	1,073.50
2-43-00-250	Contracted Services Garbage	28,500.00	13,011.94
2-43-00-274	Insurance Garbage	360.00	0.00
2-43-00-510	Goods & Services Garbage	500.00	0.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	0.00
** TOTAL GARBAGE EXPENSE		70,818.00	27,892.71
FCSS EXPENSE			
2-51-00-351	FCSS Requisition	1,850.00	1,837.75
** TOTAL FCSS EXPENSE		1,850.00	1,837.75
PLANNING EXPENSE			
2-61-00-510	General Goods & Services	500.00	0.00
2-61-00-250	Contracted Services	5,580.00	767.00
2-61-00-840	Grants - Provincial	10,000.00	0.00
** TOTAL PLANNING EXPENSE		16,080.00	767.00
LAND PURCHASES EXPENSE			
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00
RECREATION EXPENSES			
2-72-00-130	Employer Contributions Source Recreation	110.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	750.00	721.69
2-72-00-221	Printing/Advertising/Subscriptions	500.00	380.00
2-72-00-250	Contracted Services Recreation	3,500.00	0.00
2-72-00-255	Maintenance Sports Grounds	750.00	0.00
2-72-00-274	Insurance Recreation	3,000.00	0.00
2-72-00-510	Goods & Services Recreation	8,000.00	0.00
2-72-00-511	Rec Park Float	100.00	0.00
2-72-00-521	Fuel and Oil Park	500.00	1,582.11
2-72-00-540	Utilities Heat Park Building	775.00	352.21
2-72-00-541	Utilities Power Park Grounds	5,650.00	947.65
2-72-00-762	Transfer to Capital Recreation	5,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
<hr/>			
**	TOTAL RECREATION E XPENSES	28,635.00	3,983.66
CULTURE EXPENSES			
	2-74-00-250 Contracted Services Library/Museum	100.00	0.00
	2-74-00-274 Insurance Cultural Organization	1,600.00	0.00
	2-74-00-300 Regional Library Requisition	1,150.00	1,166.29
	2-74-00-350 Local Municipal Library Grant	3,500.00	0.00
	2-74-00-510 Goods & Services Library/Museum/Culture	0.00	75.00
	2-74-00-540 Utilities Heat Museum	2,726.00	2,093.80
	2-74-00-541 Utilities Power Museum	1,355.00	860.02
	2-74-00-415 Donations - Museum	0.00	100.00
		<hr/>	<hr/>
**	CULTURE EXPENSES	10,431.00	4,295.11
		<hr/>	<hr/>
***	TOTAL EXPENSES	803,421.00	394,507.50
		<hr/>	<hr/>
****	(SUPLUS)/DEFICIT	15,523.50	(362,202.54)

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-09-10

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	283,782.51		Local Improvement Levy		0.00			
		Additional Tax Levy	0.00		Accumulated Penalty		20,507.01			
					Outstanding Penalty		17,281.65			
Sub Ledger					General Ledger					
		Current	150,425.88							
		1 Year	53,166.29			3-00-00-211	150,425.88			
		2 Years	35,074.71			3-00-00-212	129,893.24			
		3 Years	17,445.47			Totals	<u>280,319.12</u>			
		Over 3	24,206.77							
		Outstanding	<u>280,319.12</u>							
						Total GL	280,319.12			
						Total SL	280,319.12			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-09-10

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	13,719.03		
Overdue 1	4,975.40	3-00-00-274	29,025.48
Overdue 2	2,489.00		
Overdue 3	1,675.83		
Overdue 4	6,166.22		
Outstanding	29,025.48	Totals	29,025.48
		Total GL	29,025.48
		Total SL	29,025.48
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2020-Sep-10
11:13:24AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200379	2020-08-18	Alberta Municipal Services Corpor			PAYMENT		7,705.15
			2-32-00-540	20-1034868	PW GAS	62.61	
			2-41-00-540	20-1034868	WTP GAS	64.78	
			2-74-00-540	20-1034868	MUSEUM GAS	95.02	
			2-23-00-540	20-1034868	FIRE HALL GAS	66.85	
			2-12-00-540	20-1034868	ADMIN OFFICE GAS	68.11	
			2-32-00-541	20-1034868	PW SHOP POWER	326.16	
			2-41-00-541	20-1034868	WTP POWER	415.33	
			2-32-00-541	20-1034868	PW SHOP POWER	21.00	
			2-74-00-541	20-1034868	MUSEUM POWER	134.70	
			2-23-00-541	20-1034868	FIRE HALL POWER	136.09	
			2-12-00-541	20-1034868	ADMIN OFFICE POWER	237.82	
			2-42-00-541	20-1034868	LIFT STATION POWER	125.13	
			2-42-00-541	20-1034868	LIFT STATION POWER	110.48	
			2-42-00-541	20-1034868	LIFT STATION POWER	164.84	
			2-72-00-541	20-1034868	REC PARK POWER	131.91	
			2-32-00-541	20-1034868	STREET LIGHTS	5,544.32	
20200380	2020-08-18	Alberta One-Call Corporation			PAYMENT		6.30
			2-12-00-250	IN160793	JULY 2020 NOTIFICATIONS	6.30	
20200381	2020-08-18	AUMA			PAYMENT		5,986.39
			2-11-00-152	0732-17	AUGUST 2020 BENEFITS	182.47	
			2-12-00-131	0732-17	AUGUST 2020 BENEFITS	2,186.71	
			2-12-00-131	0732-17	AUGUST 2020 BENEFITS	951.23	
			2-32-00-131	0732-17	AUGUST 2020 BENEFITS	1,007.92	
			2-11-00-152	0732-39,376	A. CANNAN BENEFITS	182.47	
			2-12-00-131	0732-39,376	B. MAGOSSE BENEFITS	616.53	
			2-12-00-131	0732-39,376	B. JACKSON BENEFITS	559.84	
			2-32-00-131	0732-39,376	J. FLEMING BENEFITS	299.22	
20200382	2020-08-18	Deerland Equipment			PAYMENT		9.22
			2-32-00-510	P26000	PLUG FOR TRACTOR	9.22	
20200383	2020-08-18	McMann, Deborah			PAYMENT		16.67
			2-12-00-510	AUGUST 2020	REINBURSMENT FOR PRINTER PAP	16.67	
20200384	2020-08-18	Minco Gas Co-op Ltd.			PAYMENT		11.57
			2-72-00-540	JULY 2020	REC PARK GAS	11.57	
20200385	2020-08-18	Municipal Information Systems Inc			PAYMENT		1,416.78
			2-12-00-250	20201093	SOFTWARE INSTALLATION PLAN 24.	1,416.78	
20200386	2020-08-18	Telus Communications Company			PAYMENT		483.93
			2-12-00-215	JULY 28, 2020	CABLE MILEAGE X 2	45.82	
			2-41-00-215	JULY 28, 2020	780-592-2010	73.72	
			2-72-00-215	JULY 28, 2020	780-592-2414	94.72	
			2-12-00-215	JULY 28, 2020	780-592-3729	73.72	
			2-12-00-215	JULY 28, 2020	780-592-3886	122.23	
			2-23-00-215	JULY 28, 2020	780-592-3939	73.72	
20200387	2020-08-18	Telus Communications Company			PAYMENT		105.14
			2-12-00-215	JULY 28, 2020	780-592-2041 - PHONE CHARGES	105.14	
20200388	2020-08-18	Telus Mobility			PAYMENT		198.32
			2-12-00-215	AUGUST 1, 2020	CAO CELL PHONE	104.41	
			2-32-00-215	AUGUST 1, 2020	PW CELL PHONE	93.91	
20200389	2020-08-18	Town of Vegreville			PAYMENT		1,295.36
			2-41-00-250	57368	JULY 2020 WTP SUPERVISION	1,295.36	
20200390	2020-08-18	UFA Co-Operative Limited			PAYMENT		1,661.22
			2-72-00-521	8078826	CAMPGROUND FUEL	1,661.22	
20200412	2020-08-26	Anderson, Joan			PAYMENT		136.00
			2-23-00-510	3	WISH FOR SOLUTIONS - TECH SUPP	136.00	
20200413	2020-08-26	ATB Financial MasterCard			PAYMENT		470.66
			2-12-00-221	Jul15-Aug13	Canada Post	173.43	
			2-32-00-215	Jul15-Aug13	MCSNet -PW WIFI	104.95	
			2-23-00-215	Jul15-Aug13	MCSNET-FireHall WIFI	104.95	



Village of Innisfree

Cheque Listing For Council

2020-Sep-10
11:13:24AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200413	2020-08-26	ATB Financial MasterCard	2-32-00-510 2-12-00-810	Jul15-Aug13 Jul15-Aug13	PW Shop Supplies - oil, chain, etc. Bank Charges	64.22 23.11	470.66
20200414	2020-08-26	CANADA REVENUE AGENCY	4-00-00-237	AUGUST2020	PAYMENT AUGUST 2020 SOURCE DEDUCTION	3,522.48	3,522.48
20200415	2020-08-26	County of Minburn	2-43-00-250	29708	PAYMENT JULY 2020 TIPPAGE & HAULING .	1,147.22	1,147.22
20200416	2020-08-26	Frontier Plumbing & Heating Supp	2-32-00-510	07-073875	PAYMENT SUPPLIES FOR FIRE HYDRANT REPI	1,078.15	1,078.15
20200417	2020-08-26	It's Time Promotions Inc	2-32-00-510	21845	PAYMENT PW BUSINESS CARDS	110.15	110.15
20200418	2020-08-26	Kostynuk, Eldon	2-23-00-215	August2020	PAYMENT FIRE CHIEF PHONE ALLOWANCE	50.00	50.00
20200419	2020-08-26	Lindballe*, Dean	2-23-00-510	August2020	PAYMENT FLORAL ARRANGEMENT & VEG, FRI	85.03	85.03
20200420	2020-08-26	McEwen, Darlene	2-12-00-250	August2020	PAYMENT AUGUST 2020 CLEANING SERVICES	200.00	200.00
20200421	2020-08-26	Vegreville News Advertiser	2-12-00-221	218937	PAYMENT Tinning of Rec park Roof	437.46	437.46
20200422	2020-08-26	Webb's Machinery (Vermilion) Ltd	2-32-00-510	July2020	PAYMENT NEWHOLLAND BRACKETS AND BOL	149.16	149.16

Total 26,282.36

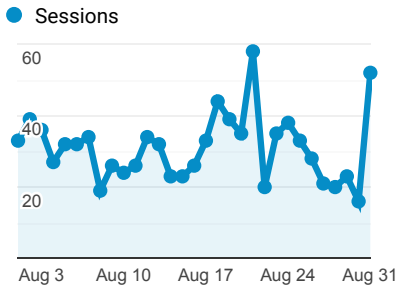
*** End of Report ***

Village of Innisfree Monthly Stats

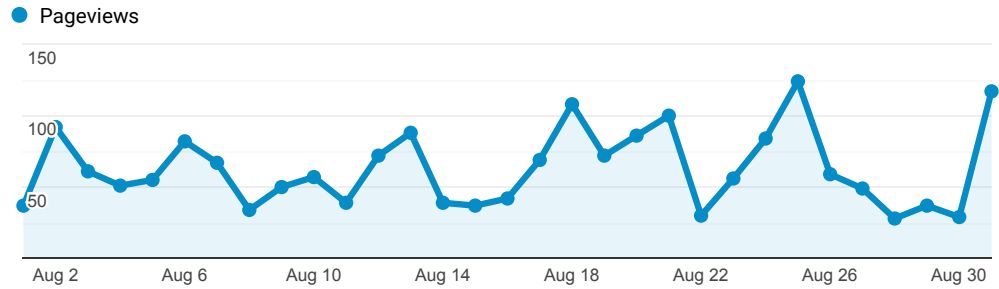
Aug 1, 2020 - Aug 31, 2020

All Users
100.00% Sessions

Visits



Pageviews



Visits and Pages/Visit by Source/M...

Source / Medium	Sessions	Pages / Session
google / organic	588	2.39
(direct) / (none)	223	1.31
m.facebook.com / referral	63	1.51
bing / organic	24	1.79
yahoo / organic	13	2.31
TravelAlberta-ATIS / TravelAlberta	12	1.08
townlife.com / referral	9	1.56
duckduckgo / organic	6	2.50
goeastofedmonton.com / referral	4	4.00
todocanada.ca / referral	4	1.50

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	28	26
/places/Innisfree-Public-Trout-Pond_12448	15	9
/places/Hiway-16-News_12548	12	6
/places/Innisfree-Hotel_12463	11	10
/places/Innisfree-Recreational-Park_12447	9	5
/places/Innisfree-Petro-Canada_12461	8	7
/places/Minco-Gas_12466	6	5
/places/Innisfree-Recreation-Centre_12449	4	4
/places/Ron-s-Auto--Ag_12451	4	3
/places/Ice-Arena--Agridplex_12445	3	2

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	373	321
/115/businesses/12447/255/Innisfree-Recreational-Park	129	108
/About-Innisfree	112	80
/page/contact/422	106	66
/blogs/show_entry/14069/BIRCH-LAKE-CAMPGROUND-UPDATE	67	57
/115/businesses	51	33
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	49	35
/Employment	46	36
/bylaw/library/52	36	24
/Village-Council	29	20

Map Overlay

Country	Sessions	Pages / Session
Canada	804	2.17
United States	50	1.68
France	24	1.00
India	13	1.15
South Korea	10	1.20
Malaysia	10	1.20
Vietnam	10	1.20
China	6	1.00
Germany	4	1.00

Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
---------	----------	-----------------

Australia 3 1.00

Chrome	461	2.21
Safari	345	1.84
Samsung Internet	42	2.02
Safari (in-app)	34	1.53
Edge	28	1.64
Firefox	18	2.56
Internet Explorer	15	2.67
Android Webview	13	1.77
UC Browser	3	1.00
[FBAN	2	1.00

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	560	1.86
No	401	2.26

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	67	100

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	776	1.97
Returning Visitor	185	2.26

Visits by Keyword

Keyword	Sessions
(not provided)	618
(not set)	6
innisfree	3
birch lake campground innisfree ab	1
birch lake recreational area innisfree	1
innisfree ab	1
innisfree fish and game	1
village of innisfree	1
Village of Innisfree	1

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	304	1.73
Apple iPad	28	2.29
Samsung SM-G960W Galaxy S9	17	1.76
Samsung SM-G950F Galaxy S8	16	2.38
Samsung SM-G965W Galaxy S9+	10	2.70
Samsung SM-A705W Galaxy A70	9	1.11
Samsung SM-G973W Galaxy S10	9	2.44
Samsung SM-G975W Galaxy S10+	9	1.22
Samsung SM-A530W Galaxy A8 2018	8	3.00
Samsung SM-G930W8 Galaxy S7	8	3.25



Alberta HUB
Where opportunity comes to life



Alberta HUB news release.....

September 8, 2020

Site Selection Names Canada's Best Locations.....

Alberta HUB the regional economic development alliance of Northeast Alberta has been named as one of the top 20 Canada's Best Locations.

"We are very pleased to be recognized by Site Selection as one of the top 20 of Canada's best locations. To compete globally Alberta HUB's strategy has been to work regionally thus providing a business environment for success. This recognition validates the work of the Alberta HUB alliance in getting our story out to the world."

Steve Upham Chair Alberta HUB

To be recognized by the leading magazine of news on economic locations and area economic development is an incredible achievement! Alberta HUB prides itself on providing current accurate investment information and our region is well-positioned to play an expanding role in the global economy. Alberta HUB will continue to innovate and diversify to meet the evolving needs of the future.

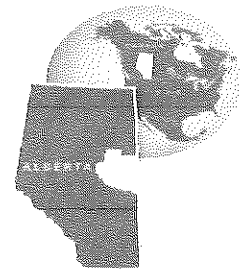
Bob Bezpalko Executive Director Alberta HUB

Canada's Best Locations

Site Selection's Canadian Competitiveness Award recognizes Ontario as the most competitive province in a competitive nation, **followed by Alberta** and British Columbia. And metro areas from Montréal to Oakville to Calgary and Vancouver fill Site Selection's annual Canada's Best Locations list of top Canadian economic development groups.



Alberta HUB
Where opportunity comes to life



"The annual **Canada's Best Locations** feature sheds additional light on Canada's many location options for corporate site selectors," says Mark Arend, editor in chief of Site Selection. "We salute the provinces and communities that made this year's rankings."

2020 Canada's Best Locations (alphabetical order by region)

Alberta HUB (Northeast Alberta) www.albertahub.com

City of Brantford Economic Development and Tourism Department
 Calgary Economic Development / Edmonton Global / Halifax Partnership
 Invest in Hamilton / London Economic Development Corp.
 City of Mississauga Economic Development Office / Montréal International
 City of North Bay / Invest Oakville / Invest Ottawa / Québec International
 Sarnia-Lambton Economic Partnership
 Toronto Global / Vancouver Economic Commission Waterloo EDC
 WindsorEssex Economic Development / Economic Development Winnipeg
 Wood Buffalo Economic Development

*Trusted since 1954, **Site Selection Magazine delivers location intelligence and actionable insights into corporate expansion projects. Our editorial mission is to help expansion planning decision-makers do a better job. With over 48,000 qualified corporate subscribers, Site Selection Magazine is the most widely read publication serving the world of corporate expansion and area economic development strategy. Site Selection subscribers make investment decisions every month that account for over \$28 billion in capital investment and create 31,000 jobs (on average; source: Impact Report)***

*Site Selection magazine, published by Conway Data, Inc., delivers expansion planning information to 47,000 executives of fast-growing firms. The senior publication in the development field, Site Selection and its affiliated e-newsletters are also available via Site Selection Online. Headquartered in Atlanta, Ga., Conway Data since 1954 has been a trusted advisor to corporations, government economic development and investment promotion agencies around the world. In addition to also operating a **Custom Publishing Division**, Conway owns and manages **Conway Events**; consultancy **Conway Advisory**; and New York-based **Conway PR & Marketing**. Conway also manages the **Industrial Asset Management Council**.*

<https://siteselection.com/#gsc.tab=0>

<https://siteselection.com/issues/2020/sep/canadas-best-locations-infrastructure-for-innovation-talent-for-tomorrow.cfm?utm>

www.albertahub.com

info@albertahub.com

PCL XL error

August 20, 2020

Re: Approved AUC Decision 25695-D01-2020

ATCO Electric would like to notify the community of the changes to the LED Multiplier rate based on previously communicated changes to the Street Light rates effective August 1, 2020. This change in rates is approved by the AUC in Decision 25695-D01-2020.

The result of the decision means the LED Conversion Multiplier percentage will increase from 7.3% to 9.6%. Please note that with the reduction of the 61B streetlight rate, the LED multiplier percentage increases to collect the incremental revenue requirement.

NOTE: The LED conversion revenue requirement has been adjusted from \$32.18 to \$31.50 per fixture. Below is a summary showing that LED Multiplier customer's rates are going down even though the multiplier rate has increased.

The before and after Annual Bundled Bill summary tables highlight this:

Effective January 1, 2020

SUMMARY				
HPS W	LED W	HPS \$	LED \$	Difference per Light\$
100	38	\$ 502.97	\$ 496.76	\$ (6.21)
150	73	\$ 533.94	\$ 518.44	\$ (15.50)
250	106	\$ 595.87	\$ 538.88	\$ (56.99)

Effective August 1, 2020

SUMMARY				
HPS W	LED W	HPS \$	LED \$	Difference per Light\$
100	38	\$ 385.25	\$ 380.76	\$ (4.48)
150	73	\$ 414.20	\$ 401.03	\$ (13.17)
250	106	\$ 472.12	\$ 420.15	\$ (51.97)

If you have any questions, please feel free to contact me.

Thanks.

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